

17-05 pd part 1  
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 <b>Government of Canada</b> <b>Gouvernement du Canada</b>		<b>Supply Arrangement Solicitation/Contract</b> <b>Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats</b>																																							
From - Dep  <b>LACROIX, MARIO</b> <b>NATIONAL CAPITAL REGION</b> <b>RÉGION DE CAPITALE NATIONALE</b> <b>284 WELLINGTON ST</b> <b>OTTAWA ON K1A 0H8</b> <b>CANADA</b> <b>PHONE: 613-952-9630</b> <b>FAX:</b>		<table border="1"> <tr> <td colspan="2">Date of solicitation - Date de l'invitation à soumissionner</td> <td colspan="2">Accounting Office Code Code du bureau comptable <b>19260</b></td> <td colspan="2">Requisition No - Demande Ord Off-Bur demand Yr-An Ser. No - N° de série <b>19260 16 1781</b></td> <td colspan="2">Page 1 of 7</td> </tr> <tr> <td colspan="2">Clauses (1) and (2) below will form part of this (Les clauses 1 et 2 ci-dessous font partie du document de :)</td> <td colspan="2">Destination</td> <td colspan="2">Inspection Agency - Chargé de l'inspection</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Request for proposal <input type="checkbox"/> Demande de proposition</td> <td colspan="2">COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNÉS (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA</td> <td colspan="2">Consignee et destination unless specified herein Destinataire au point de destination sauf si indiqué ci-dessus</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Contract <input checked="" type="checkbox"/> Contrat</td> <td colspan="2">Amendment <input type="checkbox"/> Modification</td> <td colspan="2">Direct inquiries to Adresser toutes demandes de renseignements à <b>LACROIX, MARIO</b> <b>613-952-9630</b></td> <td colspan="2"></td> </tr> </table>								Date of solicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable <b>19260</b>		Requisition No - Demande Ord Off-Bur demand Yr-An Ser. No - N° de série <b>19260 16 1781</b>		Page 1 of 7		Clauses (1) and (2) below will form part of this (Les clauses 1 et 2 ci-dessous font partie du document de :)		Destination		Inspection Agency - Chargé de l'inspection				Request for proposal <input type="checkbox"/> Demande de proposition		COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNÉS (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA		Consignee et destination unless specified herein Destinataire au point de destination sauf si indiqué ci-dessus				Contract <input checked="" type="checkbox"/> Contrat		Amendment <input type="checkbox"/> Modification		Direct inquiries to Adresser toutes demandes de renseignements à <b>LACROIX, MARIO</b> <b>613-952-9630</b>			
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A moins d'autre indication contraire, les prix sont à la livre canadienne, toutes taxes y compris les taxes douanières et de vente au détail. Le TPS (GST) n'est pas inclus dans les prix unitaires. Le TPS est payable sur les unités. Les taxes provinciales sont exclues. Les taxes d'emballage et de conditionnement sont FOB (à l'expédition des marchandises) aux destinations indiquées dans les présentes. Les taxes industrielles ne sont pas applicables. Voir l'Arrangement en matière d'approvisionnement.																																																																																																																																																											
<p>1. The Minister means the Minister of Justice Canada and any other person authorized to act on behalf of Ministers behalf.</p> <p>Le Ministre désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.</p> <p>2. The terms and conditions set out in ESC Supply Arrangement Serial No. E60ZT-120001/797/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.</p> <p>Les conditions suivent dans l'Arrangement en matière d'approvisionnement d'ESC, établi entre le fournisseur la Couronne, représenté par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/797/ZT sont incorporées dans les présentes.</p>																																																																																																																																																											
Item Article	Description	From - De Y.A. M. D.J.	To - A Y.A. M. D.J.	Consignee Code Code consignataire	No. of Days N° de jours	Fees And Costs Taxes/AVL. Bénéf.	GST% STPS	GST Total Total TPS	Total																																																																																																																																																		
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Contract Specifications  The following clauses and conditions apply to and form part of the present contract number 1000021781																																																																																																																																																										
	1) The ProServices Supply Arrangement Number E60ZT-120001/797/ZT, included all clauses terms and conditions.																																																																																																																																																										
Solicitation closes - L'invitation à soumissionner prend fin le		Start point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou expédition des biens, ou encore le lieu où les services doivent être rendus.																																																																																																																																																									
At - À																																																																																																																																																											
On - Le																																																																																																																																																											
Name and address of Vendor - Nom et adresse du fournisseur 3820840 CANADA INC. 803 FLEMING AVE OTTAWA ON K1G 2Y8 CANADA Phone: (613) 850-9256		<p>Le fournisseur offre et consent de vendre au Ministre, sous les termes et conditions stipulés dans les présentes et dans les documents joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe ou pièce jointe au présent arrêté. Les réponses à l'offre de proposition préparées par un fournisseur doivent servir considérées comme des offres de vente.</p> <p>En vertu de l'article 32(1) de la Finance Act, les fonds sont utilisables pour l'acquisition de biens ou de services publics lorsque les fonds sont disponibles.</p> <p><b>TEST PRINT</b></p>																																																																																																																																																									
		<p>Signature</p> <p>Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.</p> <p>You are requested to supply us with your original. Nous vous demandons de nous remettre votre offre originale.</p> <p>Please sign the signed copy/forwards. Veuillez nous renvoyer l'original signé.</p>																																																																																																																																																									
		<p>Telephone No. - N° de téléphone</p> <p>Telephone No. - N° de téléphone</p> <p>Total Estimated Cost Coût global estimé</p> <p>6 14,464.00</p>																																																																																																																																																									
		<p>Signature</p> <p>The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.</p> <p>Signature</p> <p>Date</p>																																																																																																																																																									
Vendor No. - N° du Fournisseur 129862		For the Minister - Revenu du Ministre																																																																																																																																																									
Fax No. - N° de Téléphone																																																																																																																																																											
JUS 8200-11 (07/2003)																																																																																																																																																											



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Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

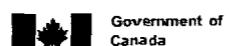
Item Article	Description	From - De YY M DD	To - A YY M DD	Consignee Code Code consignataire	No. of Days N° de jours	Fees Net Unité TauxUnité	GST% %TPS	GST Total Total TPS	Total
	<p><b>Contract Specifications</b></p> <p>The following clauses and conditions apply to and form part of the present contract number 1000021781</p> <p><b>1. STATEMENT OF WORK</b> The Contractor must perform the Work in accordance with the Statement of Work at Annex A.</p> <p><b>2. STANDARD CLAUSES AND CONDITIONS</b> All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual</a>) issued by Public Works and Government Services Canada.</p> <p><b>2.1 General Conditions</b> 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.</p> <p><b>3. SECURITY REQUIREMENTS</b> There is no security requirement applicable to the Contract.</p> <p><b>4. TERM OF CONTRACT</b> <b>4.1 Period of the Contract</b> The period of the Contract is from date from October 12, 2016 to December 31, 2016. <b>S.20(1)(c)</b> Basis of payment: The per diem rate is [REDACTED]. The total amount of the contract shall not exceed \$14,464.00 (HST included).</p> <p><b>4.2 Termination on Thirty Days Notice</b> <b>4.2.1</b> Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor. <b>4.2.2</b> In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.</p> <p><b>5. Authorities</b></p> <p><b>5.1 Contracting Authority</b> The Contracting Authority for the Contract is: Mario Lacroix</p>								

JUL 0206-11 (67/26866)

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Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y.A. M. DJ	To - A Y.A. M. DJ	Consignee Code Code consignataire	No. of Days Nr. de Jours	Fees Net Total Taxable Units	GST% %TPE	GST Total Total TPS	Total
	<p>Team Leader Department of Justice Canada Contracting and Materiel Management Division 284 Wellington Street, EMD1215 Ottawa, ON K1A 0H8 Telephone: 613-952-9630 E-mail: mario.lacroix@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Project Authority</p> <p>Susan Fisher-Clement Manager, Creative Services Department of Justice Canada Communications Branch 284 Wellington St. EMB 4437 Ottawa, ON Telephone: 957-4620 E-mail:sfisher@justice.gc.ca</p> <p>The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>[REDACTED] 3820840 Canada Inc 203 Fleming Avenue Ottawa, ON K1G 2Y8 Telephone: [REDACTED] E-mail: [REDACTED]</p> <p>s.19(1)</p> <p>6. PAYMENT</p> <p>6.1 Basis of Payment</p> <p>6.1.1 Limitation of Expenditure</p> <p>i) Canada's total liability to the Contractor under the Contract</p>								

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Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y.A. M. DU	To - A Y.A. M. DU	Consignee Code Code consignataire	No of Days N° de jours	Fees A/R Unit Taxe/Vale. unité	GST% 4TPS	GST Total: Total TPS	Total
	<p>must not exceed \$14,464.00. Customs duties are included and Applicable Taxes are included.</p> <p>ii) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:</p> <ul style="list-style-type: none"><li>a. when it is 75 percent committed, or</li><li>b. four (4) months before the contract expiry date, or</li><li>c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</li></ul> <p>iii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.</p> <p><b>6.2 Method of Payment</b></p> <p><b>6.2.1 Multiple Payments</b></p> <p>Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:</p> <ul style="list-style-type: none"><li>a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</li><li>b) all such documents have been verified by Canada;</li><li>c) the Work delivered has been accepted by Canada.</li></ul> <p><b>6.2.2 Payment by Direct Deposit</b></p> <p>Payments by direct deposit will be subject to section 11, Payment Period and section 12, Interest on Overdue Accounts, set out in 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) forming part of this Contract.</p> <p>To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex A. The form can also be obtained from the Department of Justice internet site at <a href="http://www.justice.gc.ca/eng/contact/enrol-inscri.html">http://www.justice.gc.ca/eng/contact/enrol-inscri.html</a>.</p> <p>It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient</p>								

JUE 6256-11 (67/2006)

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Supply Arrangement Solicitud/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y.A. N. O.J.	To - A Y.A. N. O.J.	Consignee Code Code consignataire	No of Days N° de jours	Fees incl. taxes Taxes incl. taxes	GST% STPS	GST Total Total TPS	Total
	<p>Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under section 11, Payment Period and section 12, Interest on Overdue Accounts, set out in 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) forming part of this Contract will not apply, until the Contractor corrects the matter.</p> <p><b>6.2.4 Discretionary Audit</b>  The following are subject to government audit before or after payment is made:</p> <ul style="list-style-type: none"> <li>a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.</li> <li>b) The accuracy of the Contractor's time recording system.</li> <li>c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).</li> <li>d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.</li> </ul> <p>Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.</p> <p><b>7 INVOICING INSTRUCTIONS</b>  7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.  Each claim must be supported by:  a) a copy of time sheets to support the time claimed;  7.2 Invoices must be distributed as follows:  a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.</p> <p><b>8.1 Compliance</b>  Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent</p>								

JUS 6206-11 09/2008

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Item Article	Description	From - De YA à DJ	To - A YA à DJ	Consignee Code Code consignataire	No. of Days N° de jours	Fees Rate/ Unité Taux/Valeur Unitaire	GST% HTPS	GST Total Total TPS	Total
	<p>to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.</p> <p><b>9. APPLICABLE LAWS</b> The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.</p> <p><b>10. PRIORITY OF DOCUMENTS</b> If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement; (b) The General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);; (c) Annex A, Statement of Work (d) Supply Arrangement Number E60ZI-120001/797/ZT (the "Supply Arrangement"); and (e) the Contractor's bid dated October 3, 2016</p> <p><b>11. ENVIRONMENTAL CONSIDERATIONS</b> As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.</p> <p><b>11.1 Environmental Properties Behaviour Recommended</b></p> <p><b>11.1.1 Paper consumption:</b></p> <ul style="list-style-type: none"><li>Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.</li><li>Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.</li><li>Recycle unneeded printed documents (in accordance with Security Requirements).</li></ul> <p><b>11.1.2 Travel requirements:</b></p> <ul style="list-style-type: none"><li>Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.</li><li>Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors:</li></ul>								

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Item Article	Description	From - De YR M DJ	To - À YR M DJ	Constitutive Code Code consignataire	No of Days N° de jours	Fees Avail. Limit Taux/Ab. Limite	GST% GST%	GST Total Total TPS	Total			
	<p>2012 Accomodations Search (<a href="http://rehelev-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx">http://rehelev-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx</a>).  • Use of public/green transit where feasible.</p> <p>12. INSURANCE  The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.</p> <p>Annex A - Statement of Work  Department of Justice 'Core' speech  The Communications Branch of the Department of Justice Canada would like to hire a writer to research and write a speech (including revisions) to serve as core messaging on the Department/Minister mandate, and then customizing the speech for two audiences; the Criminal Law Lawyers Association ( October 28 in Toronto) and the Asian Lawyers Association (October 29th in Toronto).  The allotted time for each speech is approximately 30 minutes (around 3,600 words). The quote should include all research, one on-site meeting with the Minister and Departmental officials, additional phone conversations as required, one draft and subsequent revisions for each speech. The Department will be responsible for providing background materials and will coordinate approvals.  Work will begin with a face to face meeting with the Minister and Departmental officials (exact date to be determined). A draft of the core speech will be due five (5) working days after this meeting. Subsequent speeches to be delivered five (5) working days following completion of the core speech.</p> <p>00010 Write a speech for the Minister  ***PO quantity changed***  ***Net price changed***  ***Schedule lines changed***</p>											
00010		2016.10.12	2016.12.31	19260	[REDACTED]	43%	1,664.00	14,464.00				
JUS 6256-11 (07/2006)							Recitation No. - Demande Ord. Off. - Num. demand. Yr. - An. Ser. No. - N° de série	19260	16	1781	Page 7 of 8	



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Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y/M/D/J	To - A Y/M/D/J	Contractor Code Code contracteur	No. of Days N° de jours	Fees Abt. Unit Taux/Unit. Unité	GST% %TPS	GST Total Total TPS	Total
	Financial Codes Code financier 0130-17021-15--3730 -4040 ===== The currency of this P.O. is - La devise de ce bon est : CAD								

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From - Dated

PORDONICK, KAYLA  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

PHONE: 613-946-9012  
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal  Demande de proposition

Contract  Contrat

Amendment  Modification

Accounting Office Code  
Code du bureau comptable

19138

Requisition No. - Demande

Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
19138 16 1904

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Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:  
Adresser toutes demandes de renseignements à :  
PORDONICK, KAYLA  
613-946-9012

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.

**1913861904**

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB  
DEPARTMENT OF JUSTICE CANADA  
ATT: I. DESORMEAUX 613-907-3752  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/371/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/371/ZT sont incorporées dans les présentes.

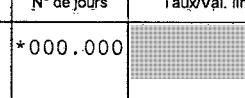
**s.20(1)(c)**

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Options to Evaluate JUS Legal Services  Financial Codes Codage financier 0130-18044-15--3704 -4010  The currency of this P.O. is - La devise de ce bon est : CAD	2016.11.14	2017.02.10	19138	*000.000		13%	2,860.00	24,860.00

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.	
On - Le	Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	F.O.B. Point - Point FAB      Destination	
Name and address of Vendor - Nom et adresse du fournisseur  PRA INC. 500-363 BROADWAY WINNIPEG MB R3C 3N9 CANADA  Phone: (204) 987-2030	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)	Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles  PR 1000021904 on file Signature Date	
Vendor No. - No. du Fournisseur 114632	Date Signature	Total Estimated Cost Coût global estimatif \$ 24,860.00	For the Minister - Réservé au Ministre  K.Pordonick
Fax No. - No. de Télécopie (204) 989-2454	You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.	Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.	The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.
		Signature	Title - Titre

JUS 9200-11 (07/2006)

000010

Government of Canada	Gouvernement du Canada	<b>Supply Arrangement Solicitation/Contract</b> <b>Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats</b>										
From - Ded <b>PORDONICK, KAYLA</b> NATIONAL CAPITAL REGION RÉGION DE CAPITALE NATIONALE 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-946-9012 FAX:		Date of solicitation - Date de l'invitation à soumissionner <input type="text"/>			Accounting Office Code Code du bureau comptable <b>19138</b> Requisition No. - Demande Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série <b>19138 16 1904</b>			Page <b>1</b> of <b>1</b> Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas. Direct inquiries to: Adresser toutes demandes de renseignements à: <b>PORDONICK, KAYLA</b> <b>613-946-9012</b>				
		Clauses (1) and (2) below will form part of this. Les clauses 1 et 2 ci-dessous font partie du document de :			Destination <b>EVALUATION DIVISION - CSB</b> DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA							
		Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input checked="" type="checkbox"/> Contrat	Amendment <input type="checkbox"/> Modification								
		All invoices, shipping bills and packing slips must include the number indicated in this box <b>1913861904</b>			Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.			Invoices - Original and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à: <b>EVALUATION DIVISION - CSB</b> DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA				
					Amendment No.-No. de la modification	Previous Value - Valeur précédente						
					Inc./Decs. - Aug./Dim.	Revised Value - Montant Révisé						
<p>Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.</p> <p>À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.</p>												
<p>1. The "Minister" means the Minister of <b>Justice Canada</b> and any other person authorized to act on the Minister's behalf.          Le "Ministre" désigne le Ministre de <b>Justice Canada</b> et toute autre personne désignée pour le remplacer.</p> <p>2. The terms and Conditions set out in SSC Supply Arrangement Serial No. <b>E60ZT-120001/371/ZT</b> between the Vendor and the Crown, as Canada, are hereby incorporated into this document.          Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série <b>E60ZT-120001/371/ZT</b> sont incorporées dans les présentes.</p>												
Item Article	Description			From - De Y-A-M D-J	To - À Y-A-M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total	
00010	Options to Evaluate JUS Legal Services			2016.11.14	2017.02.10	19138	*000.000		13%	2,860.00	24,860.00	
	Financial Codes Codage financier 0130-18044-15--3704 -4010 <hr/> The currency of this P.O. is - La devise de ce bon est : CAD			Amount Montant 22,000.00				s.20(1)(c)				
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00				The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.					State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.			
On - Le									F.O.B. Point - Point FAB      Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles			
Name and address of Vendor - Nom et adresse du fournisseur <b>PRA INC.</b> 500-363 BROADWAY WINNIPEG MB R3C 3N9 CANADA Phone: (204) 987-2030				Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)					Total Estimated Cost Coût global estimatif <b>\$ 24,860.00</b> Signature  Date			
Vendor No. - No. du Fournisseur <b>114632</b>		Fax No. - No. de Télécopie <b>(204) 989-2454</b>		Your offer is accepted to the extent specified herein. <input type="checkbox"/> Votre offre est acceptée aux conditions exposées dans les présentes.		You are requested to supply as indicated herein. <input type="checkbox"/> Nous vous demandons de fournir ce qui est précisé dans les présentes.		Return the signed copy forthwith. <input type="checkbox"/> Prière de retourner immédiatement une copie dûment signée.		The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.		
Signature  Title - Titre												
JUS 9200-11 (07/2006)      000011												

## RESULTING CONTRACT CLAUSES

### 1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#4

1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.4 The Contractor must comply with the provisions of the:

- a. Security Requirements Check List, attached at Annex B;
- b. Industrial Security Manual (Latest Edition).

### 2. Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

#### 3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

### 4. Period of the Contract

The Work is to be performed from Date of Award to February 24, 2017.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kayla Pordonick  
Senior Contracting Officer  
284 Wellington Street, Ottawa ON, K1A 0H8  
Telephone: 613-301-9709  
Email: [Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Project Authority

The Project Authority for the Contract is:

Cindy Evers  
Evaluation Manager  
Department of Justice Canada  
Telephone: 613-907-3756  
Email: [Cindy.Evers@justice.gc.ca](mailto:Cindy.Evers@justice.gc.ca)



Department of Justice  
Canada      Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative      s.19(1)

Telephone:

Email:

**6. Payment**

6.1 Basis of Payment - Firm Price

For the Work described in Annex A – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$22,000.00. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Please see 6.2.1.1 Schedule of Milestones below for the schedule of milestones.

6.2 Method of Payment

6.2.1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones outlined in 6.2.1.1 below and the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.2.1.1 Schedule of Milestones

The Contractor will be paid in accordance with the Schedule of Milestones table below.

Schedule of Milestones	FIRM PRICE TO BE PAID
Milestone 1 (50%): Deliverable A – Draft Options Presentation by February 10, 2017	\$ 11,000.00
Milestone 2 (50%): Deliverable B – Final Options Presentation by February 24, 2017	\$ 11,000.00

6.2.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at:

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract will not apply, until the Contractor corrects the matter.



## 7. Accounts and Audit

The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

## 8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- The original and one (1) copy must be forwarded to the following address for certification and payment:

Isabelle Desormeaux  
Administrative Assistant  
Department of Justice Canada  
275 Sparks Street, 9<sup>th</sup> Floor  
Ottawa, ON K1A 0H8  
Telephone: 613-907-3752  
Email: [isabelle.desormeaux@justice.gc.ca](mailto:isabelle.desormeaux@justice.gc.ca)

## 9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- the Articles of Agreement;
- the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information);
- the general conditions 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity);
- Annex A, Statement of Work;
- Annex B, Security Requirements Check List;
- Annex C, Recipient Electronic Payment Registration Request Form;



**Department of Justice  
Canada**

Contract # 1913861904  
PRA Inc.

- g) the Contractor's bid dated October 24, 2016.

## **12. Liability**

**12. Liability**  
The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

### **13. Intellectual Property Infringement and Royalties**

**18. Intellectual Property Management and Royalties**  
The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

The Contractor has no obligation regarding claims that were only made because:

- Contractor has no obligation regarding claims that were only made because:

  - a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
  - b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- Contractor must immediately do one of the following:

  - take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

**14. No Responsibility to Pay for Work not performed due to Closure of Government Offices**

**14. NO Responsibility to Pay for Work not performed due to Closure or Government Offices**  
Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

**15. Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

**16. Replacement of Specific Individuals**

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a) the name, qualifications and experience of the proposed replacement; and
- b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

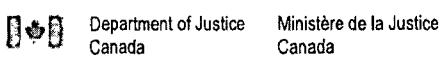
**17. Ownership**

Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



Contract # 1913861904  
PRA Inc.

## ANNEX A – STATEMENT OF WORK

### 1. TITLE

Options for Evaluating Justice Canada's Legal Services

### 2. OBJECTIVES

The Department of Justice Canada (Department) requires contractor services to develop options to strategically evaluate its legal services. The contractor will be expected to develop a minimum of two options for evaluating the Department's legal services that outline the overall evaluation approach including evaluation scope, and potential evaluation questions, methods, and data sources. The advantages and disadvantages of each option should also be identified. The options proposed should reflect the requirements set out in Treasury Board's *Policy on Results* (2016), *Mandatory Procedures for Planning, Conducting and Reporting Evaluations* (2016), and *Standard on Evaluation* (2016).

### 3. BACKGROUND

Prior to the requirement under the 2009 Treasury Board *Policy on Evaluation* to evaluate all direct program spending, the Department's evaluations were limited primarily to transfer payment programs. With the exception of the Evaluation of Legal Risk Management and a few other initiative-specific evaluations conducted in the early 1990s, legal services had not been regularly or routinely evaluated.

In 2011-12, the Department adopted a sector- and portfolio-approach to evaluating all areas of legal services, including litigation, advisory and legislative services. Each portfolio/sector had customized the evaluation issues, tools, and methodology to reflect the type of work they do and their specific objectives. The Department's six regional offices were not evaluated separately. Rather, they were included in the context of their contribution to the various Portfolios and how they work with the two specialized sectors, Legislative Services Branch and Public Law Sector.

A full cycle of legal services evaluations has now been completed (i.e. all legal services sectors, branches and portfolios have been evaluated). As such, it is an opportune time to build on what has been learned and establish a strategic approach moving forward, particularly in light of recent policy and organizational changes that have occurred.

#### *Recent changes affecting future legal services evaluations:*

The current government has committed in its platform, mandate letters, Speech from the Throne, public statements and in the 2016 Budget, to strengthening the results culture in government administration so that departments increasingly demonstrate that public spending contributes significantly to results that matter to Canadians. Consistent with the government's focus on results achievement, a TBS *Policy on Results*, which replaced the 2009 *Policy on Evaluation*, took effect on July 1, 2016. The strategy for undertaking future evaluations of the Department's legal services should be developed in the context of this new Policy.

Recent organizational changes implemented on April 1, 2016, will affect the Department's current sector- and portfolio-approach to evaluating legal services. For example, the creation of a National Litigation Sector will impact the regional focus of the Department's legal services evaluations in that the Assistant Deputy Attorney General of this new sector is now accountable for all litigation services across the country. This organizational change is likely to result in a high level of involvement of the regional offices in the National Litigation Sector evaluation rather than in each of the legal services portfolio evaluations<sup>1</sup>. The consolidation of the Legislative Services Branch in the Public Law Sector as well as the establishment of a Legal Services Sector will likely impact any future evaluation approach to legal services as well.

Recently, the Department implemented a new vision for the future, 'Canada's Legal Team', which defines three new themes for Justice Canada as it approaches 2020: A Whole-of-Justice Approach; Legal and Business Excellence; and New Ways of Working. The Department's new vision should also be considered in planning future evaluations of the Department's legal services as it is linked with recent change and strategic initiatives such as digital transformation and legal project management.

### 4. SCOPE

This contract will support the development of a strategic approach for evaluating the Department's legal services within the context of the 2016 *Policy on Results* and recent organizational and change initiatives that have been implemented internally. The contractor will develop a minimum of two options for evaluating the Department's legal services (e.g. Portfolio-, thematic-, legal services area<sup>2</sup>-approach or a combination thereof). For each option, the contractor will outline

<sup>1</sup> For the first round of legal services evaluations, the regions were invited to be directly involved in the planning, implementation and reporting of each evaluation because litigation services were examined as part of each of the Portfolio evaluations.

<sup>2</sup> Legal services areas include advisory, litigation, and legislative services.



the overall evaluation approach including the evaluation scope as well as potential evaluation questions, methods, and data sources. The advantages and disadvantages of each option should also be identified.

## 5. TASKS

It is anticipated that the Contractor will undertake the following activities:

**Task A: Initial Meeting** – The Contractor will meet with the Project Technical Authority to discuss project requirements, timelines, expectations, and to confirm roles and responsibilities. This meeting can take place by teleconference.

**Task B: Document and File Review** – The Contractor will review a sufficient number of background documents to become familiar with past evaluations of the Department's legal services and the context within which the next round of legal services evaluations will occur. The documents will include, but not be limited to: past legal services evaluations and evaluation strategies; Treasury Board Policy on Results (2016), Mandatory Procedures for Planning, Conducting and Reporting Evaluations (2016), and Standard on Evaluation (2016); internal communications and backgrounders on organizational changes and other relevant internal strategic and change initiatives; operational policy / directives and standards for the practice of law and delivery of legal services; and any other relevant documents to provide context for developing the evaluation options.

**Task C: Initial Consultations** - The Contractor will conduct initial consultations with Evaluation Division staff (n=5). These consultations can be undertaken in a group format or individually. The views and perspectives obtained through these consultations (for e.g. best practices and lessons learned from past legal services evaluations) will be used to guide the consultations with senior officials.

**Task D: Consultations with Senior Officials** – The Contractor will consult with up to five senior officials (Assistant Deputy Minister level) in the Department in order to inform the development of the evaluation options. These consultations will be undertaken individually.

**Task E: Draft Options Presentation** – The Contractor will draft a presentation deck that outlines a minimum of two options for evaluating the Department's legal services. Each option should include a description of the overall approach including proposed evaluation scope, advantages and disadvantages as well as potential evaluation questions, methods, and data sources based on the consultations and the document review.

**Task F: Meeting** - The Contractor will meet by teleconference with the Project Technical Authority to receive feedback on the draft options presentation.

**Task G: Finalize Options Presentation** – The Contractor will finalize the presentation based on feedback received from the Project Technical Authority.

## 6. TRAVEL

As meetings can be conducted by teleconference, there is no travel requirement for contractors located outside the National Capital Region.

## 7. MEETINGS

The initial meeting, as well as any other meeting required, can occur by teleconference.

## 8. DELIVERABLES

The deliverables will include:

**Deliverable A:** Draft Options Presentation  
Due Date: by February 10, 2017

**Deliverable B:** Final Options Presentation  
Due Date: by February 24, 2017.

## 9. CONSTRAINTS

All meetings conducted with individual employees and all written material prepared for each employee are to be presented in the official language of choice of the employee.

Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.

ANNEX B – SECURITY REQUIREMENTS CHECK LIST

Government  
of Canada Gouvernement  
du Canada

Contract Number / Numéro du contrat

Common PS SRCL#4

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

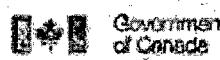
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		PART B - SECURITY REQUIREMENTS / PARTIE B - EXIGENCES DE SÉCURITÉ	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Peter Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Opérations (Branch)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements			
5. a) Will the supplier require access to Contracted Goods? Le fournisseur aura-t-il accès à des marchandises contractées?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont soumises aux dispositions du Règlement sur le contrôle des données techniques?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-il accès à des renseignements ou à des biens PROTEGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7, c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7, c)			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyage, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTEGÉS et/ou CLASSIFIÉS n'est pas autorisé.			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
6. c) Is it a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui			
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	NATO / OTAN	Foreign / Étranger	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	All NATO countries Tous les pays de l'OTAN	Non release restrictions Aucune restriction relative à la diffusion	
Not releasable A ne pas diffuser			
Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	
7. c) Level of Information / Niveau d'information			
PROTECTED A PROTÉGÉ A	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	PROTECTED A PROTÉGÉ A	
PROTECTED B PROTÉGÉ B	NATO RESTRICTED NATO RESTRICTION RESTREINTE	PROTECTED B PROTÉGÉ B	
PROTECTED C PROTÉGÉ C	NATO CONFIDENTIAL NATO CONFIDENTIEL	PROTECTED C PROTÉGÉ C	
CONFIDENTIAL CONFIDENTIEL	NATO SECRET NATO SECRÉT	CONFIDENTIAL CONFIDENTIEL	
SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRÉT	SECRET	
TOP SECRET		TOP SECRET	
TRES SECRET		TRES SECRET	
TOP SECRET (SIGHT) TRES SECRET (SIGHT)		TOP SECRET (SIGHT) TRES SECRET (SIGHT)	

Department of Justice  
Canada

Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.



Gouvernement  
du Canada

Contract Number / Numéro du contrat:

Common PS BRCLB4  
Security Classification / Classification de sécurité:  
UNCLASSIFIED

PART II: CONFIDENTIALITY / CONFIDENTIALITÉ

2. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTEGÉS et/ou CLASSEZ?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

No  Yes  
 Non  Oui

3. Will the supplier require access to CONFIDENTIAL INFOSSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSSEC de nature extrêmement délicate?

No  Yes  
 Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART III: PERSONNEL / PERSONNEL / PERSONNEL / PERSONNEL / PERSONNEL / PERSONNEL

10. a) Personnel security screening levels required / Niveau de contrôle de la sécurité du personnel requis

RELIABILITY STATUS /  
COTE DE FIABILITÉ

CONFIDENTIAL /  
CONFIDENTIEL

SECRET /  
SECRET

TOP SECRET /  
TRÈS SECRET

TOP SECRET - SIGHT /  
TRÈS SECRET - SIGHT

NATO CONFIDENTIAL /  
NATO CONFIDENTIEL

NATO SECRET /  
NATO SECRET

COSMIC TOP SECRET /  
COSMIC TRÈS SECRET

SITE ACCESS /  
ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unclassified personnel be used for portions of the work?

Do personnel sans classification ADAPTATIVE peut-il se voir confier des parties du travail?

If Yes, will unclassified personnel be escorted?

Dans l'affirmative, le personnel sera-t-il escorté?

No  Yes  
 Non  Oui

No  Yes  
 Non  Oui

PART IV: REGULATORY / SUPPORTIVE DOCUMENTATION / INFORMATION PROTECTION / DOCUMENTS REGULATI

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu d'recevoir et d'entreposer sur place des renseignements ou des biens PROTEGÉS et/ou CLASSEZ?

No  Yes  
 Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No  Yes  
 Non  Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or on-site?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTEGÉ et/ou CLASSEZ?

No  Yes  
 Non  Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTEGÉES et/ou CLASSEZ?

No  Yes  
 Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No  Yes  
 Non  Oui

TBS/CT 550-103(2004/12)

Security Classification / Classification de sécurité:

UNCLASSIFIED

Canada

Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.

Government  
of Canada Gouvernement  
du Canada

Contract Number / Numéro du contrat:

Contract PS SRC184

Security Classification / Classification de sécurité:  
**UNCLASSIFIED**

For users completing this form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the support step(s) or premises. Les utilisateurs qui remplissent ce formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.																
For users completing this form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.																
SUMMARY CHART / TABLEAU RÉCAPITULATIF																
Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO			CLASSIFIED CLASSIFIÉE						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO REFUGEE	NATO CONFIDENTIAL	NATO SECRET	COMINT REFUGEE CLASSIFIED TOP SECRET	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET
Information / Assets Documentement / Biens																
IT Assets / Document / IT Assets / Document																
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente UVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?																
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.																
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente UVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?																
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).																

TESSC/T 350-103(2004/12)

Security Classification / Classification de sécurité:  
**UNCLASSIFIED**

Canada



Department of Justice  
Canada      Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.

## ANNEX C - RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice  
Canada

Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BÉNÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B  
Protected B

### Guideline on Completing the Recipient Electronic Payment Registration Request Form

#### INTRODUCTION.

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

#### Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

#### COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

#### 1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

##### New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

##### Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

#### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

##### If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

##### If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

 Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.



Department of Justice  
Canada Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BENEFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B  
Protected B

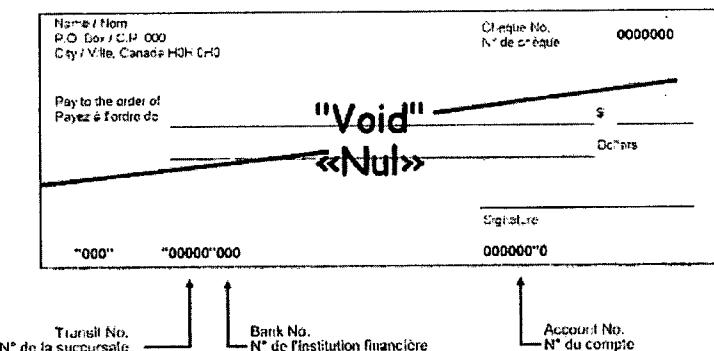
Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

### 3 - BANKING INFORMATION

#### If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.



#### If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

### 4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

#### SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

##### For Goods and Services Suppliers

Chief, Accounting Services  
Room 1386, East Memorial Building  
Department of Justice Canada  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8

##### For Grants and Contributions

Manager, Grants and Contributions Financial Services  
Room 6250, East Memorial Building  
Department of Justice Canada  
284 Wellington Street  
Ottawa, Ontario  
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only!"

 Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1913861904  
PRA Inc.

 Department of Justice Canada      Ministère de la Justice Canada

**RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST**

**DEMANDE D'ADHÉSION DU  
BENÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE**

Protégé B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

Was the right  
**IMPORTANT**

- Must be a Canadian recipient holding a bank account in Canadian \$.
  - For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees.
  - Note that Direct Deposit payments carry no stub information.

**1 - TYPE OF REQUEST**

New request    Direct Deposit (DD)    Electronic Data Interchange (EDI)

Change      ➔  to banking information (provide a new blank cheque)  
                ➔  from Direct Deposit (DD) to Electronic Data Interchange (EDI)       from Electronic Data Interchange (EDI) to Direct Deposit (DD)

**2 - RECIPIENT INFORMATION AND AUTHORIZATION**

**NAME OF RECIPIENT OR ORGANIZATION AND ACTIVITIES**

Address		Name of Payment Contact (please print)	
City		Telephone	Fax
Province	Postal Code	E-mail for Payment Notifications (please print)	

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

---

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

Please attach a blank cheque from your bank account with 'Void' written on it and complete fields 1, 2, 3 and 4 below with your banking information.

<b>1</b> Branch Number (transit)	<b>2</b> Financial Institution Number	<b>4</b> Name(s) of Account Holder(s)
<b>3</b> Account Number		
<p>If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.</p>		
<b>5</b> Financial Institution Name, Address and Telephone Number		<b>7</b> Financial Institution Stamp
<b>6</b> Signature of Financial Institution Representative		

**4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY**

PROCESSED BY	<input type="button" value="Name (please print)"/>	Vendor Code
Signature		Date
VERIFIED BY	<input type="button" value="Name (please print)"/>	Signature
<input checked="" type="checkbox"/> Payment Method Changed	<input type="button" value=""/>	

JUS 778e-4 (2014) p. 3

Date

Canadä

Page 13 of 13



Gouvernement du  
Canada

Call-Up Against Standing Offer  
Commande subséquente à une offre à commandes

Page: 1

To : - A : <b>IMPACT COACHING INC</b> 457 EDISON AVE OTTAWA ON K2A 1S5 CANADA		Validity Date / Période Valide From/De: 11/23/2016 To/A: 03/31/2017	Contact - Personne-ressource Shah, Rizwan	Tel. No - N° du Tél. 613-960-4881	Fax. No. - N° de télécop.	Order No. N° de la demande <b>4500130995</b>		
		Standing offer No. - N° d'offre permanente E60ZT-120001/561/ZT				Order date Date de la demande <b>11/23/2016</b>		
Vendor # - N° fournisseur <b>116312</b>	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 613-730-8204	Fax. No. - N° de télécop.		Date required - Demandé pour le <b>11/21/2016</b>		
Item No. Article n°	Description Description			U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
00010	Coaching services for [REDACTED] <b>-Coaching Services</b> Impact Services Inc. Coaching Services for [REDACTED]  Cost: [REDACTED] A [REDACTED] our program will cost \$500.00 (plus HST).  Financial Codes Codage financier 3750 - 77000 - 15 - 1125 ====== The currency of this P.O. is - La devise de ce bon est : CAD ======			EA	[REDACTED]			<b>500.00</b>
Delivery Address - Adresse de livraison <b>ABORIGINAL JUSTICE DIRECTORATE</b> DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE RENAUD (613-946-6614 6296-284 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation <b>ABORIGINAL JUSTICE DIRECTORATE</b> DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE RENAUD (613-946-6614 6296-284 WELLINGTON ST OTTAWA ON K1A 0H8			FOB - FAB FOB Destination	Amount - Montant / CAD <b>500.00</b>		
					Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD <b>65.00</b> T. Amount - Montant T. / CAD <b>565.00</b>		
Special Instructions - Instructions spéciales <b>To the Supplier:</b> Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. <b>Au fournisseur:</b> Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissances et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.   Signature      Date <b>NOV 23 2016</b> Approved for the Minister      Approuvé pour le Ministre  Signature      Date <b>NOV 23 2016</b> <b>MARIO CATRAK</b> Canada		

**ProServices  
Medium Complexity (MC)  
For Directed Contracts below 25K**

Resulting Contract Clauses  
E60ZT-120001/561/ZT

**1. Security Requirements**

There is no security requirement associated with this bid solicitation.

**2. Statement of Work**

The Work to be performed is detailed under Annex A, Statement of Work, of the resulting contract clauses.

**3. Standard Instructions and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

**4. General Conditions**

The 2004 (2016-04-04) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**5. Term of Contract**

**5.1 Period of the Contract**

The Work is to be performed at Contract Award to March 31<sup>st</sup>, 2017.

**6. Authorities**

**6.1 Contracting Authority**

Rizwan Shah  
Contracting and Materiel Officer  
Department of Justice Canada  
284 Wellington Street – EMB 1233  
Ottawa, ON K1A 0H8  
Telephone: 613-960-4881  
E-mail address: [Rizwan.shah@justice.gc.ca](mailto:Rizwan.shah@justice.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**6.2 Project Authority**

Karolyn Lui  
Director  
Department of Justice Canada  
284 Wellington Street

Ottawa, Ontario K1A 0H8  
Telephone: 613-946-6903  
Fax: 613-957-4697  
E-mail address: [karyl.lui@justice.gc.ca](mailto:karyl.lui@justice.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.3 Contractor's Representative

Fiona Stott  
Impact Coaching Inc.  
457 Edison Avenue  
Ottawa, Ontario K2A 1S5  
Telephone: 613-730-8141  
E-mail: [fiona@impactcoaching.ca](mailto:fiona@impactcoaching.ca)

<b>7. Payment</b>	<b>s.19(1)</b>
7.1 Basis of Payment - Limitation of Expenditure	<b>s.20(1)(c)</b>

Basis of Payment - Professional Fees

Resource:

Per Hour Rate:

Level of Effort: up to a maximum of [redacted] hours

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$500.00**. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



Department of Justice Ministère de la Justice  
Canada Canada

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- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### 7.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 11 – Payment Period and Article 12 - Interest on Overdue Accounts, set out in 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) - Services forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 11 – Payment Period and Article 12 - Interest on Overdue Accounts, set out in 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) - Services forming part of this Contract will not apply, until the Contractor corrects the matter.

#### 7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

#### 7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### 8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.



Each invoice must be supported by:

- a. A copy of time sheets to support the time claimed

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**8.1 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

**9. Certifications - Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

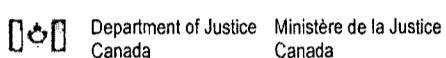
**11. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the General Conditions 2029 General Conditions – Good or Services (Low Dollar Value)
- c. Annex A, Statement of Work;
- d. Annex B, Security requirement check list (SRCL)
- e. Supply Arrangement Number E60ZT-120001/561/ZT
- f. The Supplier's proposal dated November 5<sup>th</sup>, 2016

**13. Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.



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#### **14. Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **15. Ownership**

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

#### **16. Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## Annex A – Statement of work

**1 TITLE**

Coaching services for Marie Palmer.

**2 OBJECTIVE**

The organization requires the services of a coach to provide leadership development support to an individual employee.

**3 BACKGROUND STATEMENT**

na

**4 TERMINOLOGY**

na

**5 REFERENCE DOCUMENTS**

na

**6 REQUIREMENT DESCRIPTION**

na

**6.1 Scope**

A coach will be engaged to provide up to 2 hours of coaching for the employee.

**6.2 Tasks / Detailed Services**

See proposal – attached

**6.3 Deliverables and Acceptance Criteria**

The coaching resource is expected to provide coaching services based on areas highlighted by the employee. Specific deliverables include 2 individual coaching meetings to address development areas identified.

Department of Justice Ministère de la Justice  
Canada Canada

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## Annex B – Security Requirements Check List (SRCL)

Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat	
	Security Classification / Classification de sécurité	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVRS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE:		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Aboriginal Justice Directorate	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <i>Contracting</i>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Yes Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Yes Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Yes Oui (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Yes Oui PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'enfretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Yes Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès Canada <input checked="" type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable A ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

No  Non  Yes

Non  Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No  Non  Yes

Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

RELIABILITY STATUS  
COTE DE FIABILITÉ

CONFIDENTIAL  
CONFIDENTIEL

SECRET  
SECRÉT

TOP SECRET  
TRÈS SECRET

TOP SECRET- SIGINT

NATO CONFIDENTIAL

NATO SECRET

COSMIC TOP SECRET

TRÈS SECRET - SIGINT

NATO CONFIDENTIEL

NATO SECRET

COSMIC TRÈS SECRET

SITE ACCESS

ACCÈS AUX EMPLACEMENTS

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Do personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No  Non  Yes

Non  Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No  Non  Yes

Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No  Non  Yes

Non  Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No  Non  Yes

Non  Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

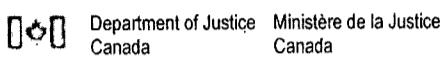
No  Non  Yes

Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No  Non  Yes

Non  Oui



Requisition #1000022002



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C. (suite)												
For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises. Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.												
For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.												
SUMMARY CHART / TABLEAU RÉCAPITULATIF												
Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO			COMSEC		
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRES SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	DYNAMIC TOP SECRET DYNAMIC TRES SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL CONFIDENTIEL
Information / Assezen Renseignements / Biens Production												
IT Matrix / Système IT												
IT Matrix / Système IT												
Non Harmonized												
12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? Le description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?												
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes												
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.												
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?												
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes												
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).												



From - Dad

**GBAGUIDI, STEVE**  
**NATIONAL CAPITAL REGION**  
**RÉGION DE CAPITALE NATIONALE**  
**284 WELLINGTON ST**  
**OTTAWA ON K1A 0H8**  
**CANADA**

PHONE: 819-220-5110  
 FAX:

Gouvernement du Canada

**Supply Arrangement Solicitation/Contract**  
**Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats**

Date of solicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable <b>19138</b>		Requisition No. - Demande Ord. Off - Bur. demand. Yr. - An. Ser. No. - N° de série <b>19138 16 1798</b>		Page 1 of 2	
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :				Destination  <b>EVALUATION DIVISION - CSB DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA</b>			Inspection Agency - Chargé de l'inspection
Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input type="checkbox"/> Contrat	Amendment <input checked="" type="checkbox"/> Modification	Consignee et destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dessus.				
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.				Direct inquiries to: Adresser toutes demandes de renseignements à : <b>GBAGUIDI, STEVE 819-220-5110</b>			s.19(1) s.20(1)(c)
À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et les taxes d'excise y compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est enlevée de la TPS totale estimée. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de transport) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.							Invoices - Original and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à : <b>EVALUATION DIVISION - CSB DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA</b>
All invoices, shipping bills and packing slips must include the number indicated in this box.		La numérotation des factures, des factures de transport et des étiquettes d'emballage doivent inclure le numéro indiqué dans cette boîte.		Inc./Date - Aug.Dim. <b>\$ 0.01</b>		Revised Value - Montant Révisé <b>\$ 24,577.51</b>	

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. Limite	GST% %TPS	GST Total Total TPS	Total
00010	<b>The following line items shown in bold are new or changed.</b> Les articles en caractères gras sont les articles modifiés. Amendment 001								
00020	R.Gill Victims Strat. Evaluation <b>AMENDMENT</b> The following amendment 001 has the purpose to extend the period of the contract, deliverables on ANNEX A and the Basis of Payment for ANNEX B	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50
		2016.10.24	2017.03.31	19138				0.00	0.01

Solicitation closed - L'invitation à soumissionner prend fin le  
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and address of Vendor - Nom et adresse du fournisseur  
**ALDERSON-GILL AND ASSOCIATES**  
**655 HIGHLAND AVE**  
**OTTAWA ON K2A 2K5**  
**CANADA**

Phone:

Name and title of person authorized to sign on behalf of Vendor (type or print)  
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Richard Gill

Vendor No. - No. du Fournisseur  
**101064**  
 JUS 9200-11 (07/2006)

Your offer is accepted to the extent specified herein.  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Veuillez retourner immédiatement une copie dément signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Total Estimated Cost:  
Coût global estimatif  
**\$ 24,577.51**

For the Minister - Réservé au Ministre

*[Signature]*

Dec. 1, 2016

613-729-2558

Telephone No. - N° de téléphone



Government of  
Canada

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>***Schedule lines changed*** ***New item***</p> <p>Financial Codes Codage financier 0130-18044-15--3704 -4010</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande  
Ord. Off. - Bur. demand. Yr. - Ann. Ser. No. - N° de série  
19138 16 1798

Page 2 of 2



Government of  
Canada

Gouvernement  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - Dated

GBAGUIDI, STEVE  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 819-220-5110  
FAX:

Date of solicitation - Date de l'invitation à soumissionner
---

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

- Request for proposal  Demande de proposition  
Contract  Contrat  
Amendment  Modification

Accounting Office Code  
Code du bureau comptable  
**19138**

Requisition No. - Demande  
Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
**19138 16 1798**

Page **1** of **2**

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:  
Adresser toutes demandes de renseignements à :  
**GBAGUIDI, STEVE**  
**819-220-5110**

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À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box  
Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.

**1913861798**

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB  
DEPARTMENT OF JUSTICE CANADA  
ATT: I. DESORMEAUX 613-907-3752  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Amendment No.-No. de la modification

**1**

Previous Value - Valeur précédente

**\$ 24,577.50**

Inc./Decs. - Aug./Dim.

**\$ 0.01**

Revised Value - Montant Révisé

**\$ 24,577.51**

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **E60ZT-120001/770/ZT** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **E60ZT-120001/770/ZT** sont incorporées dans les présentes.

s.20(1)(c)

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	<b>The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment 001</b> R.Gill Victims Strat. Evaluation	2016.10.24	2017.03.31	19138					
00020	<b>AMENDMENT</b> <b>The following amendment 001 has the purpose to extend the period of the contract, deliverables on ANNEX A and the Basis of Payment for ANNEX B</b>	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50

Solicitation closes - L'invitation à soumissionner prend fin le  
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

ALDERSON-GILL AND ASSOCIATES  
655 HIGHLAND AVE  
OTTAWA ON K2A 2K5  
CANADA

Phone:

Vendor No.- No du Fournisseur

**101064**

Fax No.- No. de Télécopie

JUS 9200-11 (07/2006)

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)  
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

F.O.B. Point - Point FAB      Destination  
Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

**ON FILE 1000021798**  
Signature Date

Signature

Date

Telephone No. - N° de téléphone

Total Estimated Cost  
Coût global estimatif  
**\$ 24,577.51**

For the Minister - Réservé au Ministre

Your offer is accepted to the extent specified herein.  
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Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre



Government of  
Canada

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

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	<p>***Schedule lines changed*** ***New item***</p> <p>Financial Codes Codage financier 0130-18044-15--3704 -4010 =====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>	Amount Montant 21,750.01							

JUS 9200-11 (07/2006)

Requisition No. - Demande  
Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
19138 16 1798

Page 2 of 2

000038

**Department of Justice Canada Federal Victims Strategy  
Contract Amendment 001**

The following amendments are required to the contract:

**DELETE:**

**4.1 Period of the Contract**

The Work is to be performed during the period of October 24 to March 17, 2017.

Replace with:

**4.1 Period of the Contract**

**The Work is to be performed during the period of October 24 to March 31, 2017.**

**ALSO DELETE:**

**ANNEX A. Statement of Work – 7. DELIVERABLES**

The deliverables will include:

- a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by December 8, 2016; and
- b) A final PMES by March 10, 2017.

Replace with:

**ANNEX A. Statement of Work – 7. DELIVERABLES**

The deliverables will include:

- a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by January 9, 2017; and
- b) A final PMES by March 20, 2017.

AND DELETE;

**ANNEX B**

**Basis of Payment**

Progress payments for the Professional Fees of \$21,750.50 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by December 8, 2016.

B 50% on receipt and acceptance of the final PIP by March 10, 2017.

Replace with:

**ANNEX B**  
**Basis of Payment**

Progress payments for the Professional Fees of \$21,750.50 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by January 9, 2017.

B 50% on receipt and acceptance of the final PIP by March 20, 2017.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**



Gouvernement du  
Canada

From - De:  
  
GBAGUIDI, STEVE  
NATIONAL CAPITAL REGION  
REGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 819-220-5110  
FAX:

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À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane et taxes et la taxe d'accise paritaire compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.  
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.  
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit/ Taux/Val. limite	GST% %TPS	GST Total/ Total TPS	Total
00010	<b>Justice Canada Federal Victims Strategy Performance Information Profile</b> R.Gill Victims Strat. Evaluation  <b>Financial Codes Codage financier</b> 0130-18044-15--3704 -4010 ===== <b>The currency of this P.O. is - La devise de ce bon est : CAD</b>	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50
<p>Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00</p> <p>On - Le</p> <p>Name and address of Vendor - Nom et adresse du fournisseur ALDERSON-GILL AND ASSOCIATES 655 HIGHLAND AVE OTTAWA ON K2A 2K5 CANADA Phone:</p> <p>Vendor No.- No du Fournisseur      Fax No.- No de Télécopie 101064      JUS 9200-11 (07/2006)</p> <p>The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed hereon and on any attached sheets at the price(s) set out thereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.</p> <p>Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentées par un fournisseur éventuel seront considérées comme des offres de vente.</p> <p>Name and title of person authorized to sign behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)</p> <p>Date _____ Oct 20/2016</p> <p>Yc ex _____ Votre contre est acceptée aux conditions exposées dans les présentes.</p> <p>Nous vous demandons de fournir ce qui est précisé dans les présentes.</p> <p>Supply _____ Fournir la copie immédiatement</p> <p>Return the signed copy forthwith. Prétre de retourner immédiatement une copie dûment signée.</p> <p>The Vendor hereby accepts for transmission this instrument Le présent contrat et qu'il l'accepte. MARIS LAC 2017</p> <p>Signature _____ Signature _____ Partner</p>									



Government of  
Canada  
Gouvernement du  
Canada

From - Dated  
**GBAGUIDI, STEVE**  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 819-220-5110  
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

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Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

- Request for proposal  Demande de proposition  
 Contract Contrat  
 Amendment Modification

Accounting Office Code  
Code du bureau comptable  
19138

Requisition No. - Demande  
Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
19138 16 1798

Page 1 of 1  
Inspection Agency - Chargé de l'inspection

Destination  
EVALUATION DIVISION - CSB  
DEPARTMENT OF JUSTICE CANADA  
ATT: I. DESORMEAUX 613-907-3752  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.  
Direct inquiries to: Adresser toutes demandes de renseignements à :  
**GBAGUIDI, STEVE**  
819-220-5110

**1913861798**

All invoices, shipping bills and packing slips must include the number indicated in this box  
Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à :

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DEPARTMENT OF JUSTICE CANADA  
ATT: I. DESORMEAUX 613-907-3752  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Amendment No.-No. de la modification	Previous Value - Valeur précédente
Inc./Decs. - Aug./Dim.	Revised Value - Montant Révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

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2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **E60ZT-120001/770/ZT** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **E60ZT-120001/770/ZT** sont incorporées dans les présentes.

**S.20(1)(c)**

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Justice Canada Federal Victims Strategy Performance Information Profile R.Gill Victims Strat. Evaluation  Financial Codes Codage financier 0130-18044-15--3704 -4010 ===== The currency of this P.O. is - La devise de ce bon est : CAD	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50

Solicitation closes - L'invitation à soumissionner prend fin le  
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

ALDERSON-GILL AND ASSOCIATES  
655 HIGHLAND AVE  
OTTAWA ON K2A 2K5  
CANADA

Phone:

Vendor No.- No du Fournisseur  
101064  
Fax No.- No. de Télécopie  
JUS 9200-11 (07/2006)

The vendor offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)  
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques, des fonds sont disponibles

**As per PR 1000021798, on file**  
Signature Date

Total Estimated Cost  
Coût global estimatif  
\$ 24,577.50

For the Minister - Réservé au Ministre  
Signature Date

Your offer is accepted to the extent specified herein.  
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Return the signed copy forthwith.  
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The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature Title - Titre



Government of  
Canada

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - Ded  
GBAGUIDI, STEVE  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 819-220-5110  
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Page 1 of 1  
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**1913861798**

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EVALUATION DIVISION - CSB  
DEPARTMENT OF JUSTICE CANADA  
ATT: I. DESORMEAUX 613-907-3752  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Amendment No. - No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

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Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Justice Canada Federal Victims Strategy Performance Information Profile R.Gill Victims Strat. Evaluation  Financial Codes Codage financier 0130-18044-15--3704 -4010 ===== The currency of this P.O. is - La devise de ce bon est : CAD	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50

Solicitation closes - L'invitation à soumissionner prend fin le  
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

The fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB      Destination  
Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

Name and address of Vendor - Nom et adresse du fournisseur

ALDERSON-GILL AND ASSOCIATES  
655 HIGHLAND AVE  
OTTAWA ON K2A 2K5  
CANADA

Phone:

Vendor No. - No. du Fournisseur      Fax No. - No. de Télécopie

101064

JUS 9200-11 (07/2006)

**TEST PRINT**

**IMPRESSION TEST**

Telephone No. - N° de téléphone

Your offer is accepted to the extent specified herein.  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Préparez de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre



Department of Justice  
Canada Ministère de la Justice  
Canada

Contract number: 1913861798

## JUSTICE CANADA FEDERAL VICTIMS STRATEGY PERFORMANCE INFORMATION PROFILE

All terms and conditions of the Pro Services Supply Arrangements E60ZT-120001/770/ZT apply and are incorporated into the following resulting contract.

### 1. Statement of Work

The contractor must perform the work in accordance with the Statement of Work at Annex A.

### 2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

2.1.1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.1.2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid SECRET, granted or approved by CISD/PWGSC.

2.1.3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

2.1.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.1.5. The Contractor must comply with the provisions of the:

- A. Security Requirements Check List and security guide (if applicable), attached at Annex B;
- B. Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010B (2015-09-03) General Conditions - Professional Services (Medium Complexity), apply to and form part of the contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Work is to be performed during the period of October 24 to March 17, 2017.



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#### **4.3 Termination on Thirty Days' Notice**

4.3.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving fifteen (15) calendar days written notice to the Contractor.

4.3.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Steve Gbaguidi

Title: Senior Procurement Officer

Organization: Contracting and Materiel Management Division, Justice Canada

Address: 284 Wellington Street, Ottawa, ON, K1A 0H2

Telephone: 613-957-6745

Faxsimile: (613)-960-4956

E-mail address: Steve.Gbaguidi@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### **5.2 Project Technical Authority**

The Project Technical Authority for the Contract is:

Name: Jane Evans

Title: Evaluation Manager

Organization: Evaluation, Justice Canada

Address: 275 Sparks Street, Ottawa, ON, K1A 0H2

Telephone: 613-668-9957

E-mail address: Jane.Evans@justice.gc.ca

The Project Technical Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the project technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical nor the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

##### **5.4 Contractor's Representative**

Name: Richard Gill

Title: Partner

Organization: Alderson-Gill & Associates

Address: 655 Highland Ave, Ottawa, ON, K2A 2K5

Telephone: 613-729-2558

E-mail address: [REDACTED]

s.19(1)



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Canada

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## 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Payment

### 7.1 Basis of Payment

The Contractor will be paid in accordance with the firm hourly rate for work and services performed pursuant to this Contract, as per Annex "B" Basis of Payment.

7.1.1 Professional Services: For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B -Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday

s.20(1)(c)

Estimated cost: \$21,750.00

Resource name: Richard Gil

Level of Effort:

Per diem:

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$24,577.50 HST included.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.



#### 7.4. Method of Payment

##### 7.4.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

##### 7.4.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2014-09-25) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2014-09-25) forming part of this Contract will not apply, until the Contractor corrects the matter.

#### 8 Invoicing Instructions

8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed. Use the following paragraph when claims must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required.

Each claim must be supported by the following, where applicable:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d) a copy of the monthly progress report.

8.2 Claims must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



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## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **11. Priority of Documents**

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) Articles of Agreement;
- (b) Supplemental General Conditions 4007 (2010-08-16)
- (c) General conditions General 2010B (2015-09-03)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Pro Services Supply Arrangement E60ZT-120001/770/ZT

## **12. Environmental Considerations**

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.

### **12.1 Environmental Properties Behavior Recommended**

#### **12.1.1 Paper consumption:**

Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.

Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest..

Recycle unneeded printed documents (in accordance with Security Requirements).

## **13. Limitation of Liability - Information Management/Information Technology**

- a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.



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b) First Party Liability:

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
  - a) any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
- b) Physical injury, including death.
  - i. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - ii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract.
  - iii. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
  - v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
    - a) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - b) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.
  - vi. In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.
  - vii) if Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c) Third Party Claims:

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a



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court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.



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## ANNEX A - Statement of Work

### Department of Justice Canada Federal Victims Strategy Performance Information Profile

#### 1 OBJECTIVE

The Department of Justice Canada (Department) requires contractor services to assist with developing a Performance Information Profile (PIP) for the Justice Component of the Federal Victims Strategy (Justice FVS).

#### 2 BACKGROUND

An evaluation of the Justice FVS was completed in April 2016. The Departmental Policy Centre for Victim Issues (PCVI) and the Evaluation Division are working together to develop a Performance Information Profile (PIP) for the Justice FVS. The PIP will build on an existing Performance Measurement and Evaluation Strategy (PMES), lessons learned from the recent evaluation and will need to meet the requirements of the Treasury Board *Policy on Results* which came into force on July 1, 2016.

#### 3 SCOPE

This contract supports the development of a PIP for the Justice FVS that is to include a program description, a logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance. The PIP will need to be developed in accordance with Treasury Board expectations as outlined in the Directive on Results (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=31306>).

#### 4 TASKS

It is anticipated that the Contractor will undertake the following activities:

- *Initial Meeting* – The Contractor will meet with the Project Technical Authority and the Evaluation Advisory Committee (EAC), which will include representatives from PCVI, Programs Branch and the Research and Statistics Division, to discuss project requirements, timelines, expectations, and to confirm roles and responsibilities. The meeting will take place in-person in Ottawa.
- *Document review* – The Contractor will review a sufficient number of background documents and files to become familiar with the Justice FVS. The documents will include, but are not be limited to: the 2016 Justice FVS Evaluation Report and the 2012 Justice FVS PMES; and any other relevant documents to provide context for developing the PIP.
- *Logic Model Development* – The Contractor will meet with the EAC to discuss revisions to the existing Justice FVS logic model and provide a revised draft.
- *Half-day workshop* - The Contractor will conduct a half-day workshop with the Project Technical Authority, the EAC, and other members of PCVI and Programs Branch to confirm the draft Logic Model and discuss performance indicators and if possible, evaluation questions.
- *Draft Performance Information Profile* – The Contractor will draft a PIP that includes a program description, a logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance based on the workshop discussions and consultations with the EAC.
- *Meeting* - The Contractor will meet in-person with the Project Technical Authority and the EAC to receive feedback on the draft PIP.



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- *Finalize the Performance Information Profile* – The Contractor will finalize the PIP based on feedback received from the Project Technical Authority and the EAC.

## 5 TRAVEL

There is no travel outside of Ottawa associated with this requirement.

## 6 MEETINGS

The Contractor will be required to attend meetings with the Project Technical Authority throughout the tenure of the project. The contractor will be required to attend three in-person meetings in Ottawa, an initial meeting, the half-day workshop and the meeting to discuss the draft PIP. Any other required meetings, can be done either in-person or by teleconference. The actual frequency, purpose and location of meetings will be determined at the outset of the project between the Project Technical Authority and the contractor.

## 7 DELIVERABLES

The deliverables will include:

- a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by December 8, 2016; and
- b) A final PMES by March 10, 2017.



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**ANNEX B**  
**Basis of Payment**

Progress payments for the Professional Fees of \$21,750 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by December 8, 2016.

B 50% on receipt and acceptance of the final PIP by March 10, 2017.

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## Annex C

## Security Requirements Check List (SRCL)

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du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

## LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A/ CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		2. Branch or Directorate / Direction générale ou Direction Evaluation Division		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Justice Canada			
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail The Department of Justice Canada (Department) requires contractor services to assist with developing a Performance Information Profile (PIP) for the Justice Component of the Federal Victims Strategy (Justice FVS).				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Oui				
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Oui				
6. c) Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input type="checkbox"/> Non <input checked="" type="checkbox"/> Oui (Specify the level of access using the chart in Question 7. c) (Préciser niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Oui				
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Non <input type="checkbox"/> Oui				
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/> <i>✓</i>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :		
7. c) Level of Information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>		
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>		
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>		
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRÈT <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		
SECRET SECRÈT <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRÈT <input type="checkbox"/>	SECRET SECRÈT <input type="checkbox"/>		
TOP SECRET TRÈS SECRÈT <input type="checkbox"/>		TOP SECRET TRÈS SECRÈT <input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRÈT (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRÈT (SIGINT) <input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Department of Justice  
CanadaMinistère de la Justice  
Canada

Contract number: 1940261208

Government  
of Canada Gouvernement  
du Canada

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<b>PART A/Y (continued) / PARTIE A (suite)</b>			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:			
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?			
Short title(s) of material / Titre(s) abrégé(s) du matériel; Document number / Numéro du document:			
<b>PART B "PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)</b>			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SÉCURITÉ	<input type="checkbox"/> TOP SECRET TRES SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SÉCURITÉ	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux:			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?			
<b>PART C "SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)</b>			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?			
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?			
<b>PRODUCTION</b>			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?			
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?			
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?			

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Department of Justice  
CanadaMinistère de la Justice  
Canada

Contract number: 1940261208

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

## PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO			COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET TRES SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTRIE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO CONFIDENTIEL	COMSEC TOP SECRET CONFIDENTIAL TRES SECRET	PROTECTED PROTÉGÉE	CONFIDENTIAL CONFIDENTIEL	SECRET TRES SECRET
Information / Assets Renseignements / Biens				✓									
Production													
IT Mode / Support TI													
IT Link / Lien électronique													

## 12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

 No  
Non       Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

## 12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

 No  
Non       Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and Indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Department of Justice  
Canada

Ministère de la Justice  
Canada

Contract number: 1940261208



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PARTIE D'AUTORISATION/PARTIE D'AUTORISATION**

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Jane Evans	Evaluation Manager	
Telephone No. - N° de téléphone 613-668-9957	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel jane.evans@justice.gc.ca
		Date Oct 12/16

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Françoise Beaudoin	Title - Titre Deputy DSO	Signature 
Telephone No. - N° de téléphone 613-957-8941	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel francoise.beaudoin@justice.gc.ca
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?		Date OCT 17 2016

No  
 Non       Yes  
 Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Gouvernement du  
Canada

From - Dd  
**COCONETU, TRATAN**  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 613-946-4757  
FAX:

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is zero as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and any F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et le taux d'accise pertinents compris. Le taux sur les produits et services (TPS) n'est pas compris dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les taxes d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.  
Le "Ministre" désigne le ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in CSC Supply Arrangements Serial No. E60ZT-120001/738/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.  
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/738/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees/Mtl Limit Taux/Mtl Estimé	GST% %TPS	GST Total Total TPS	Total
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00010	The following documents form part of this Contract:  1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 12); 3) The Supply Arrangement Number E60ZT-120001/738/ZT, including all clauses terms and conditions; 4) The Contractor's Quotation dated November 21, 2016.	2016.12.06	2017.03.31	19040			13%	2,808.00	24,408.00
-------	--	------------	------------	-------	--	--	-----	----------	-----------

All - A 00 00.00	The Vendor offers and agrees to act and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached schedule at the price(s) set out thereto. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.	State name or manufacturer/supplier of goods or service to be performed. Indiquer le nom de l'offreur ou du dépositaire, ou des biens, ou encore le nom du service à être rendus.
---------------------	--	--

On - Le		Destination
---------	--	-------------

Name and address of Vendor - Nom et adresse du fournisseur	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)		
--	---	--	--

PERFORMANCE MANAGEMENT NETWORK 954 SNOWSHOE CRES OTTAWA ON K1C 2Y4 CANADA Phone: 613-424-2040	Date	Telephone No. / N° de téléphone	For the Ministry / Pour le Ministère
---	------	---------------------------------	--------------------------------------

Vendor No./No du Fournisseur 101689	Date	Telephone No. / N° de téléphone	For the Ministry / Pour le Ministère
--	------	---------------------------------	--------------------------------------

JUS 613-211 (G77465)			
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s.19(1)

s.20(1)(c)



From - Dated

COCONETU, TRAIAN  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 613-946-4757  
FAX:

Gouvernement du Canada

**Supply Arrangement Solicitation/Contract**  
**Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats**

Date of solicitation - Date de l'invitation à soumissionner
---

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

- Request for proposal  Demande de proposition  
 Contract  Contrat  
 Amendment  Modification

Accounting Office Code  
Code du bureau comptable  
19040

Requisition No. - Demande  
Ord. Off. - Bur. demand. Yr. - An. Ser. No. - N° de série  
19040 16 2053

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:  
Adresser toutes demandes de renseignements à:  
COCONETU, TRAIAN  
613-946-4757

Destination  
RESEARCH AND STATISTICS DIVISION  
DEPARTMENT OF JUSTICE CANADA  
ATT: LOUISE FREITAS 613-957-9632  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box	Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.
<b>1904062053</b>	
Amendment No.-No. de la modification	Previous Value - Valeur précédente
Inc./Decs. - Aug./Dim.	Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à:  
RESEARCH AND STATISTICS DIVISION  
DEPARTMENT OF JUSTICE CANADA  
ATT: LOUISE FREITAS 613-957-9632  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/738/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/738/ZT sont incorporées dans les présentes.

s.20(1)(c)

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	The following documents form part of this Contract:  1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 12); 3) The Supply Arrangement Number E60ZT-120001/738/ZT, including all clauses terms and conditions; 4) The Contractor's Quotation dated November 21, 2016.  00010 Performance Management Workshop	2016.12.06	2017.03.31	19040			13%	2,808.00	24,408.00

Solicitation closes - L'invitation à soumissionner prend fin le  
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB      Destination

Name and address of Vendor - Nom et adresse du fournisseur

PERFORMANCE MANAGEMENT NETWORK  
954 SNOWSHOE CRES  
OTTAWA ON K1C 2Y4  
CANADA  
Phone: 613-424-2040

Name and title of person authorized to sign on behalf of Vendor (type or print)  
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

*JK #1000 28053* Signature Date

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

101689

JUS 9200-11 (07/2006)

Signature

Date

Telephone No. - N° de téléphone

Total Estimated Cost  
Coût global estimatif  
\$ 24,408.00

For the Minister - Réservé au Ministre

*JK #1000 28053* Signature Date

Your offer is accepted to the extent specified herein.  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Préparez de retourner immédiatement une copie dument signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre



Government of  
Canada

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A. M-D-J	To - À Y-A. M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees A&L Unit Taux A&L Unité	GST% %T.P.S.	GST Total Total T.P.S.	Total
	<p>Financial Codes Codage financier 0130-70024-15--3750 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								

## TABLE OF CONTENTS

### I) CONTRACT CLAUSES:

1. General
2. Security Requirement
3. Statement of Work
4. Standard Clauses and Conditions
5. Term of Contract
6. Authorities
7. Payment
  - ↳ Invoicing Instructions
  - ↳ Certifications - Compliance
10. Applicable Laws
11. Priority of Documents
12. Travel and Living
13. Liability
14. Intellectual Property Infringement and Royalties
15. No Responsibility to Pay for Work not performed due to Closure of Government Offices
16. Translation of Documentation
17. Replacement of Specific Individuals
18. Ownership

### II) LIST OF ANNEXES TO THE CONTRACT:

- 1) ANNEX "A"- STATEMENT OF WORK
- 2) ANNEX "B"-BASIS OF PAYMENT
- 3) ANNEX "C" -RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM

## Contract Clauses

### 1. General

The conditions of contract awarded under the Supply Arrangement E60ZT-120001/738/ZT will be in accordance with the resulting contract clauses of the medium complexity template used for the bid solicitation template, which is set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

### 2. Security Requirement

No security requirements apply for this contract. The Contractor's proposed resources will use a visitor pass on the day of the workshops and will be escorted.

### 3. Statement of Work

The Work to be performed is detailed under Annex A of the contract.

### 4. Standard Clauses and Conditions

All clauses and conditions identified in the contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

#### 4.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

### 5. Term of Contract

#### 5.1 Period of the Contract

The Work is to be performed during the period from contract award date to March 31, 2016.

#### 5.2 Option to Extend the Contract

No option to extend the term of the Contract apply.

### 6. Authorities

#### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

194062053

2017

V

**Name:** Traian Coconetu  
**Title:** Senior Analyst and Contracting Officer  
**Organization:** Department of Justice Canada  
**Address:** 284 Wellington Street, Ottawa, Ontario, K1A 0H8  
**Telephone:** 613-946-4757  
**E-mail address:** [traian.coconetu@justice.gc.ca](mailto:traian.coconetu@justice.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 6.2 Project Authority

The Project Authority for the Contract is:

**Name:** Shauna Martin  
**Title:** Researcher  
**Organization:** Department of Justice Canada  
**Address:** 284 Wellington Street, Ottawa, Ontario, K1A 0H8  
**Telephone:** 613-941-4166  
**E-mail address:** [shauna.martin@justice.gc.ca](mailto:shauna.martin@justice.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 6.3 Contractor's Representative

s.19(1)

**Name:** [REDACTED]  
**Title:** [REDACTED]  
**Organization:** Performance Management Network  
**Address:** 954 Snowshoe Cres  
**Telephone:** [REDACTED]

## 7. Payment

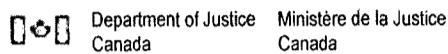
### 7.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of **\$ 24,408.00**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ 24,408.00**  
*Customs duties are included* and Applicable Taxes are extra.



CLAUSES AND ANEXES OF  
CONTRACT # 1940261680

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.3 Terms of Payment

#### Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### 8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by a copy of time sheets to support the time claimed

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### 9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions 2010B (2016-04-04);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of payment;
- e. the Contractor's bid dated November 21, 2016.

*If applicable, use the following clause when the requirement is a defence contract as defined in the Defence Production Act.*

## 12. Travel and Living

### Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

## 13. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

## 14. Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
  - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or

- b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
  - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
  - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
  - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
  - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

#### **15. No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- a. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **16. Translation of Documentation**

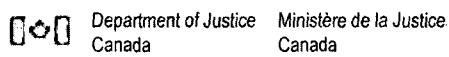
The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

## 17. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## 18. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



CLAUSES AND ANEXES OF  
CONTRACT # 1940261680

## **ANNEX A: STATEMENT OF WORK**

### **1 TITLE**

Performance Management Workshop

### **2 OBJECTIVE**

To assist Department of Justice managers to understand the key priorities, responsibilities and concepts related to the new results framework.

### **3 REQUIREMENT DESCRIPTION**

To refine the current Justice Canada outcomes framework of mandate commitments / key priorities, by providing a structured, collaborative, and capacity building approach. Managers will be given the tools they need to manage by results and be in a position to report results when requested.

#### **3.1 Scope**

The session will build on the work completed to date and combine a hands-on workshop approach. Each workshop will be followed up with coaching, as needed.

#### **3.2 Tasks / Detailed Services**

Performance Management Network Inc. (PMN) will host three workshops of approximately 3.5 to 4 hours each will be delivered in English with approximately 20-25 staff hosted on-site at Justice as follows:

1. PMN will need to familiarize themselves with the current outcomes framework document provided by Project Authority.
2. Based on the outcomes framework document, PMN will design and facilitate three workshop sessions focusing on:

1) Workshop # 1 scheduled for early December will focus on reviewing and successfully applying the key concepts associated with an outcomes based approach to refine the current outcomes framework by participants. By the end of the workshop, participants will have completed or made progress on refining their respective outcome results statements. Once completed, the leads for each of the outcome areas would submit their revisions to the consultants for review and feedback post-session.

2) Workshop #2, in early January, will focus on reviewing and successfully applying the key concepts associated with using performance indicators and targets to the revised outcomes framework by participants. By the end of the workshop, participants will have completed or made progress on refining their indicators for their respective outcomes area. Once completed, the leads for each of the outcome areas would submit their revised indicators and targets to the consultants for review and feedback post-session.

3) Workshop # 3, in early February, will focus on successful implementation of an outcomes framework. By the end of the workshop, participants will fully understand the

key steps necessary for successful implementation (data collection, analysis, reporting and use) of the Justice outcomes framework.

3. With a month between each workshop, PMN will provide coaching to managers, as needed, in order to complete assigned tasks / homework from the workshops.
4. PMN will provide the Project Authority with a workshop summary at the end of each session detailing the progress to date and next steps. The Project Authority will provide input on next steps, as required.

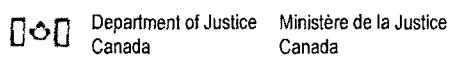
Tasks	Deliverable	Timing
Prepare for and deliver Workshop # 1	Workshop # 1 and Summary Notes	December 2016
Prepare for and deliver Workshop # 2	Workshop # 2 and Summary Notes	January, 2017
Prepare for and deliver Workshop # 3	Workshop # 2 and Summary Notes	February, 2017
Post-session Coaching	Personalized feedback on outcomes framework	Ongoing / March 31, 2017

**4. Language Requirements**

Workshops and materials will be provided in English.

**5. Location of Service Delivery**

The workshops will be held in Ottawa, Ontario. A Justice Canada meeting room will be used and therefore no travel or venue cost will be required.



CLAUSES AND ANEXES OF  
CONTRACT # 1940261680

**ANNEX B: BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified below for a cost of **\$ 21,600.00**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Professional Resource	Days	Per Diem	Total
<b>Total</b>		N/A	<b>\$21,600.00</b>
HST			\$2,808.00
<b>Total Cost</b>			<b>\$24,408.00</b>

s.19(1)

s.20(1)(c)

**ANNEX D :RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM**

<http://www.justice.gc.ca/eng/contact/enrol-inscri.html>



Department of Justice Canada Ministère de la Justice Canada

RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST

DEMANDE D'ADHÉSION DU BÉNÉFICIAIRE AU PAIEMENT ÉLECTRONIQUE

Protégé B  
Protected B

**Guideline on Completing the Recipient Electronic Payment Registration Form**

**Marche à suivre pour remplir le formulaire de demande d'adhésion du bénéficiaire au paiement électronique**

**Recipient information**

The following information is required to process the registration form:

Renseignements sur le bénéficiaire

Les renseignements suivants doivent être fournis pour que le formulaire d'inscription soit traité :

Individual recipient: full name and remittance address.

Personne bénéficiaire : nom complet et adresse pour l'avis de paiement.

Organizational recipient: legal name of the company and remittance address (as shown on invoice).

Organisation bénéficiaire : dénomination sociale de l'organisation et adresse pour l'avis de paiement (tel qu'indiquées sur la facture).

**Banking information - Renseignements bancaires**

Example / Exemple			
Line 1: Name P.O. Box, C.P. 600 City / Ville, Province / Province Prov. or State and Postal or Zip Code	Chk No. N° de chèque	0000000	
<i>"Void"</i>		\$	Dollars
1. Cheque number - not required. 2. Branch number - 5 digits. 3. Institution number - 3 digits. 4. Account number - as shown on your cheque.	1. Numéro du chèque - non requis. 2. Numéro de la succursale - 5 chiffres. 3. Numéro de l'institution - 3 chiffres. 4. Numéro de compte - tel qu'indiqué sur votre chèque.	Signature	
1 2 3	4		

**Consent**

This section must be completed, signed and dated by the appropriate recipient in order for the request to be authorized or electronic payments to be modified.

Consentement

Cette section doit être remplie, signée et datée par le bénéficiaire visé pour que la demande d'adhésion ou de modification des paiements électroniques soit acceptée.

**Sending the form to the Department of Justice**

Send the duly completed form to MDV\_DPF@justice.gc.ca or by mail to:

Envoi de votre demande au ministère de la Justice Canada

Envoyer le formulaire dûment complété à  
MDV\_DPF@justice.gc.ca ou par courrier à :

**For Goods and Services Suppliers**

Master Data Vendor Officer  
Accounting Operations  
Department of Justice Canada  
284 Wellington Street, EMB-1347  
Ottawa, Ontario  
K1A 0H8

**Pour les fournisseurs de biens et services**

Agent des données principales fournisseurs  
Opérations comptables  
Ministère de la Justice Canada  
284 rue Wellington, ECE-1347  
Ottawa (Ontario)  
K1A 0H8

**For Grants and Contributions**

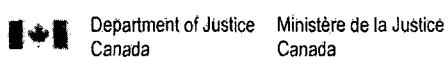
Manager, Grants and Contributions Financial Services  
Department of Justice Canada  
284 Wellington Street, EMB-6246  
Ottawa, Ontario  
K1A 0H8

**Pour les subventions et les contributions**

Gestionnaire, services financiers de  
Subventions et contributions  
Ministère de la Justice Canada  
284 rue Wellington, ECE-6246  
Ottawa (Ontario)  
K1A 0H8

**Canada**

JUS 378 v2 (2018/11) p. 1



Ministère de la Justice  
Canada

**CLAUSES AND ANEXES OF  
CONTRACT # 1940261680**

Department of Justice Canada Ministère de la Justice Canada

**RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST**

**DEMANDE D'ADHÉSION DU BÉNÉFICIAIRE AU PAIEMENT ÉLECTRONIQUE**

Protégé B  
Protected B

**PRIVACY NOTICE - AVIS CONCERNANT LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

Your personal information is requested and compiled by the Department of Justice Canada for the purpose of issuing electronic payments. This information will be protected under the provisions of the Privacy Act.

Vos renseignements personnels sont demandés et compilés par le ministère de la Justice Canada afin de permettre que le paiement électronique soit effectué. Ces renseignements seront protégés en vertu des dispositions de la Loi sur la protection des renseignements personnels.

**IMPORTANT:** Must be a Canadian recipient holding a bank account in Canadian dollars.

**IMPORTANT:** Le bénéficiaire doit être citoyen canadien et détenir un compte bancaire en devises canadiennes.

**TYPE OF REQUEST - TYPE DE DEMANDE**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New<br>Nouveau            | <input type="checkbox"/> Direct Deposit (DD)<br>Débit direct (DD)   | <input type="checkbox"/> Electronic Data Interchange (EDI)<br>Chargement de données informatisées (EDI) |
| <input type="checkbox"/> Amendment<br>Modification | Banking information (provide a voided cheque)<br>des renseignements bancaires (fourrir un chèque portant la mention "annulé")     |   |
|  | From Direct Deposit (DD) to Electronic Data Interchange (EDI)<br>du dépôt direct (DD) à l'échange de données informatisées (EDI)  |   |
|  | From Electronic Data Interchange (EDI) to Direct Deposit (DD)<br>de l'échange de données informatisées (EDI) au dépôt direct (DD) |   |

**RECIPIENT INFORMATION - INFORMATION DU BÉNÉFICIAIRE**

Name of organization/individual/public servant (Name and PSC) - Nom de l'organisation/Personne/Conditionnée (Nom et CDS)

Address - Adresse

City - Ville Province Postal code - Code postal

**BANKING INFORMATION - RENSEIGNEMENTS BANCAIRES**

Please attach a void cheque. If you do not attach a void cheque, complete the fields below with your banking information.  
Veuillez joindre un chèque portant la mention "annulé". Si vous ne joignez pas un chèque portant la mention "annulé", veuillez remplir les champs concernant vos renseignements bancaires qui figurent ci-dessous.

Financial Institution No.  
N° de l'institution financière      Branch No.  
N° de la succursale      Account No.  
N° de compte

Financial Institute Address - Adresse de l'institution financière

City - Ville Province Postal code - Code postal

**PAYMENT CONTACT - PERSONNE RESSOURCE POUR LE PAIEMENT**

Name - Nom      Telephone - Téléphone      Email Address - Courriel

**PRIVACY CONSENT - CONSENTEMENT**

Authorization: I, as the organization/beneficiary entitled to receive payments, authorize the Receiver General for Canada to deposit the payments electronically into the account specified above until further notice. I acknowledge that all the banking information provided will be entered in the Departmental Financial System. I have read and understand this form.

Authorisation : A titre de bénéficiaire des paiements, j'autorise le Receveur général du Canada à déposer les paiements électroniquement dans le compte indiqué ci-dessus, et ce, jusqu'à nouvel ordre. Je reconnais que les renseignements bancaires fournis seront consignés dans le système financier ministériel. J'ai lu et je comprends le présent formulaire.

Name of Authorized Official - Nom du officiel autorisé      Title or Authority - Titre ou pouvoir

Signature of Authorized Official - Signature du responsable Date

**FOR DEPARTMENT OF JUSTICE CANADA ONLY / RÉSERVÉ À L'USAGE EXCLUSIF DE JUSTICE CANADA**

PROCESSED BY TRAITÉ PAR	Name - Nom	Signature	Date
VERIFIED BY VÉRIFIÉ PAR	Name - Nom	Signature	Date
SECTION 33 APPROVAL APPROBATION S.33	Name - Nom	Signature	Date
Company code - Code de société:	Purchase organization - Organisation d'achat:		

Government of  
Canada

Gouvernement du  
Canada

From - Dst  
PORDONICK, KAYLA  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H2  
CANADA  
PHONE: 613-946-9012  
FAX:

Date of solicitation - Date de l'invitation à soumissionner
---

Clauses (1) and (2) below will form part of this  
Les clauses 1 et 2 ci-dessous font partie du document de :

Product or service : COMMUNICATIONS BRANCH

Contract : COMMUNICATIONS BRANCH

Amendment : COMMUNICATIONS BRANCH

Unless otherwise indicated herein by the Crown, all of us are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is due as applicable to the cost portion. GST is included in the total estimated cost. Please include packing, packaging and any F.O.B. (including all delivery charges) destination(s) entered herein. Municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les références où la partie de la Couronne, tous les prix seront en devises canadiennes. Les droits de douane, emboîtement et la taxe d'excise pertinente compris. Le taux sur les produits et services (TPS) n'est pas compris dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les droits de douane, les frais d'emballage et de conditionnement et tout F.A.B. (y compris tous les frais de livraison) aux destinations indiquées n'est pas présente. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

3. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-152199/088/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représenté par le Ministre de Travaux Publics et Services Gouvernementaux Canada, en portant le numéro de série E60ZT-152199/088/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A à D-J	To - À Y-A à D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees Val. Limit. Tarif/Vat. limite	GST% TPS	GST Total Total TPS	Total
00010	Functional Review of Communications	2016.12.13	2017.03.31	19279			13%	2,808.00	24,408.00

Solicitation closes - L'invitation à soumissionner prend fin le  
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, under the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets if the price(s) set out thereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Star point of manufacture/shipping of goods or where services to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On file

Name and address of Vendor - Nom et adresse du fournisseur

HARLEY HOUSE CONSULTANTS INC.  
322 GARGAVEL ROAD  
ELGIN ON K0G 1E0  
CANADA  
Phone: 613-359-1156

Name and title of person authorized to sign on behalf of Vendor (Type or print)

Nom

Dec 13 2016

Date

Telephone No. N° de téléphone

F.O.B. Point - Point F.A.B. Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des fonds publics, des fonds sont disponibles

PR 1000092110 on file

Signature

Date

Total Estimated Cost  
Coût global estimé

\$ 24,408.00

For the Minister - Réserve au Ministre

Kordonick

Vendor No. - N° du Fournisseur Fax No. - N° de Télécopie  
138489 613-359-5394  
JUS 9200-11 (07/2006)

Your offer is accepted to the extent specified herein.  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Prélevez la copie signée immédiatement.

The Vendor hereby accepts/accepte/accepte les termes et conditions du présent contrat et qu'il l'accepte.  
Le fournisseur accepte par les présentes dû à sa connaissance du présent contrat et qu'il l'accepte.

Title - Titre



Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1927962110  
Harley House Consultants Inc.

### **Delivery Requirements Outside a Comprehensive Land Claims Settlement Area**

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

#### **1. Security Requirements**

There is no security requirement applicable to this Contract.

#### **2. Statement of Work**

This Contract is being issued for the requirement of Professional Services Functional Review of Communications for the Department of Justice Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **3.1 General Conditions**

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### **4. Term of Contract**

The Work is to be performed from Date of Award to March 31, 2017.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Kayla Pordonick  
Senior Contracting Officer  
Department of Justice Canada  
284 Wellington Street, Ottawa ON, K1A 0H8  
Telephone: 613-301-9709  
Email: [Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### **5.2 Project Authority**

The Project Authority for the Contract is:

Shirley Anne Off  
Director General, Communications Branch  
Department of Justice Canada  
284 Wellington Street, Ottawa ON, K1A 0H8  
Telephone: 613-957-9596  
Email: [ShirleyAnne.Off@justice.gc.ca](mailto:ShirleyAnne.Off@justice.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of



the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

s.19(1)

Telephone: [REDACTED]

Email: [REDACTED]

## 6. Payment

### 6.1 Basis of Payment

For the Work described in Annex A – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$21,600.00. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Please see 6.2.1.1 Schedule of Milestones below for the schedule of milestones.

### 6.2 Method of Payment

#### 6.2.1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones outlined in 6.2.1.1 below and the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

#### 6.2.1.1 Schedule of Milestones

The Contractor will be paid in accordance with the Schedule of Milestones table below.

Schedule of Milestones	FIRM PRICE TO BE PAID
Milestone 1: Stage II – Information Gathering	\$ 10,200.00
Milestone 2: Stage IV – Final Report & Presentation	\$ 11,400.00

#### 6.2.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex B. The form can also be obtained from the Department of Justice internet site at:  
<http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.



It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract will not apply, until the Contractor corrects the matter.

## **7. Accounts and Audit**

The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

#### **8. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Cynthia Robillard  
Administrative Officer, Communications Branch  
Department of Justice Canada  
284 Wellington Street, Ottawa ON, K1A 0H8  
Telephone: 613-404-5682  
Email: [Cynthia.Robillard@justice.gc.ca](mailto:Cynthia.Robillard@justice.gc.ca)

**9. No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.



(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **10. Certifications Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

#### **11. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **12. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Recipient Electronic Payment Registration Request Form;
- (e) Supply Arrangement Number E60ZT-152199/088/ZT; and
- (f) the Contractor's bid dated October 20, 2016.

#### **13. Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

#### **14. Replacement of Specific Individuals**

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in



accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **15. Ownership**

Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

#### **16. Liability**

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

#### **17. Intellectual Property Infringement and Royalties**

The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to *Department of Justice Act*, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

The Contractor has no obligation regarding claims that were only made because:

- a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
- b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
- c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or



- d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



## ANNEX A - STATEMENT OF WORK

### 1. Title

Functional Review of Communications at the Department of Justice Canada

### 2. Background

Since early 2015, the Communications Branch at the Department of Justice Canada has been engaged on how best to position itself to excel, given the rapidly changing nature of the communications function, particularly in a digital environment.

Changes in how Canadians and public servants receive their information, the move to a single government-wide web presence, the digital-by-design initiative, a new Communications Policy of the Government of Canada, and the Government's commitment to enhanced transparency are all adding to the pressures to modernize the communications function.

In planning for this transformation, the Communications Branch management team explored new models for service delivery, gaps in skill sets and other human resource planning.

To complement that earlier work and to inform next steps with input from an additional perspective, the Communications Branch is seeking the services of a contracted supplier to undertake a functional review.

### 3. Objectives

The Communications Branch requires the services of the Contractor to:

- Conduct a review of the current activities and services of the Communications Branch;
- Analyze the alignment of those communications activities to the current and future requirements of the department and the government;
- Provide observations and recommendations on potential adjustments to roles, services, processes and application of resources to meet those requirements; and
- Make suggestions on implementation strategies to enable any required changes to be made effectively.

### 4. Assumptions and Specific Scope of the Requirement

In addition to reviewing and analyzing background documents, the Contractor will engage, through a series of interviews, with a small but representative number of Branch senior management and employees, departmental, Ministerial and central agency officials. The Contractor would also engage up to two similar government organizations to assess their approaches to meeting the challenges of communicating in the current environment.

The final report from the Contractor will be delivered by March 31, 2017.

### 5. Reference Documents

The Contractor will meet with the Project Authority or a designated official, to receive and go over a number of background documents related to the operations and management of the Communications Branch at the Department of Justice Canada.

### 6. Tasks, Activities, Deliverables and Milestones

#### **Stage I – Project Initiation**

The Contractor will meet with the Project Authority in order to clarify roles and responsibilities, identify necessary background documents and finalize the detailed work plan.

Due Date: on a date agreed upon between the Project Authority and the Contractor, upon award of the Contract.



### **Stage II – Informational Gathering**

The Contractor will review and analyze background documents and conduct up to twelve (12) interviews with key players in four areas – Branch senior managers, senior departmental clients, representatives of the Minister's Office, and representatives of key central agencies. The Contractor will also conduct interviews with up to two similar government organizations to assess their approaches to meeting the challenges of communicating in the current environment. The purpose of this stage will be for the Contractor to:

- Establish current service levels and approaches in the Directorate;
- Define current and future priorities for communications services;
- Identify options for future approaches to meet emerging communications challenges

Due Date: To be determined between the Contractor and Project Authority, but no later than January 27, 2017.

### **Stage III – Analysis & Draft Report**

The Contractor will review the accumulated data and opinions, leading to the development of a draft report. Further discussions with Branch managers might be required at this point to validate information and recommended approaches. The Contractor will provide a draft report that identifies:

- Emerging issues
- Possible or recommended changes to activities or approaches
- Implementation strategies to move forward

Due Date: To be determined between the Contractor and Project Authority, but the draft report must be submitted no later than February 24, 2017.

### **Stage IV – Final Report & Presentation**

The final report from the Contractor will include final observations and recommendations on issues related to future performance, and ideas on implementation of proposed changes. In addition, a PowerPoint presentation will be prepared by the Contractor for presentation to senior management in the Communications Branch.

Due Date: The final report must be submitted and the presentation must be given no later than March 31, 2017.

### **7. Specifications and Standards**

All materials delivered by the Contractor shall become the property of the Department of Justice Canada. The Department shall have full rights to duplicate, use and disclose in any manner for the purposes of the Government of Canada.

### **8. Reporting Requirements**

The Contractor shall participate in teleconference/meetings on a regular basis and as requested with the Department. Key departmental points of contact within the Communications Branch will be identified for the Contractor.

### **9. Project Management Control Procedures**

The Project Authority will ensure that the contract is delivered and completed on time according to the Contractor's proposal, on budget and will certify that the work is of acceptable quality. The Contractor will provide weekly progress reports by email to the Project Authority, or a designated person, which will identify the work that has been performed, by whom and the total amount of hours worked.

#### **9.1 Justice Canada Obligations**

The Department will liaise with the Contractor and provide access to departmental officials as required, as well as all relevant background and reference material.

#### **9.2 Contractor's Obligations**

The Contractor must be prepared to participate in meetings on a regular basis and as requested. The Contractor must provide all deliverables outlined in this document.



Department of Justice    Ministère de la Justice  
Canada                      Canada

Contract # 1927962110  
Harley House Consultants Inc.

**10. Location of Work, Work Site and Delivery Point**

The work of the Contractor will be conducted off site, with the exception of meetings with Departmental officials, at Justice Headquarters (284 Wellington Street, Ottawa). All deliverables will be submitted to the Department through email.

**11. Language of Work**

The language of work will be in English. The final report will be delivered in English.



Department of Justice  
Canada Ministère de la Justice  
Canada

Contract # 1927962110  
Harley House Consultants Inc.

## ANNEX B - RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice  
Canada Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BÉNÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B  
Protected B

### Guideline on Completing the Recipient Electronic Payment Registration Form

Marche à suivre pour remplir le formulaire de demande d'adhésion du bénéficiaire au paiement électronique

#### Recipient information

The following information is required to process the registration form :

Individual recipient: full name and remittance address.

Organizational recipient: legal name of the company and remittance address (as shown on invoice).

#### Renseignements sur le bénéficiaire

Les renseignements suivants doivent être fournis pour que le formulaire d'inscription soit traité :

Personne bénéficiaire : nom complet et adresse pour l'avoir de paiement.

Organisation bénéficiaire : dénomination sociale de l'organisation et adresse pour l'avoir de paiement (tel qu'indiquées sur la facture).

#### Banking information - Renseignements bancaires

Example / Exemple			
Name / Nom P.O. Box / C.P. 000 City / Ville: Canada K0H 0H0	Check No. N° de chèque 0000000		
Pay to the order of Payez à l'ordre de  "Void" z/ [Signature]	\$ _____ Dollars _____ Signature _____		
1 2 3	4		

1. Cheque number - not required.  
2. Branch number - 5 digits.  
3. Institution number - 3 digits.  
4. Account number - as shown on your cheque.
1. Numéro du chèque - non requis.  
2. Numéro de la succursale - 5 chiffres.  
3. Numéro de l'institution - 3 chiffres.  
4. Numéro du compte - tel qui indique sur votre chèque

#### Consent

This section must be completed, signed and dated by the appropriate recipient in order for the request to be authorized or electronic payments to be modified.

#### Consentement

Cette section doit être remplie, signée et datée par le bénéficiaire visé pour que la demande d'adhésion ou de modification des paiements électroniques soit acceptée.

#### Sending the form to the Department of Justice

Send the duly completed form to MDV\_DPF@justice.gc.ca or by mail to:

#### Envoyer le formulaire dûment complété à

MDV\_DPF@justice.gc.ca ou par courrier à :

#### For Goods and Services Suppliers

Master Data Vendor Officer  
Accounting Operations  
Department of Justice Canada  
284 Wellington Street, EMB-1347  
Ottawa, Ontario  
K1A 0H8

#### Pour les fournisseurs de biens et services

Agent des données principales fournisseurs  
Opérations comptables  
Ministère de la Justice Canada  
284 rue Wellington, ECE-1347  
Ottawa (Ontario)  
K1A 0H8

#### Pour les subventions et les contributions

#### For Grants and Contributions

Manager, Grants and Contributions Financial Services  
Department of Justice Canada  
284 Wellington Street, EMB-6248  
Ottawa, Ontario  
K1A 0H8

Gestionnaire, services financiers de  
Subventions et contributions  
Ministère de la Justice Canada  
284 rue Wellington, ECE-6248  
Ottawa (Ontario)  
K1A 0H8



Department of Justice Canada Ministère de la Justice Canada

Contract # 1927962110  
Harley House Consultants Inc.

Department of Justice Canada Ministère de la Justice Canada

## RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST

## DEMANDE D'ADHÉSION DU BÉNÉFICIAIRE AU PAIEMENT ÉLECTRONIQUE

Protégé B  
Protected B**PRIVACY NOTICE - AVIS CONCERNANT LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

Your personal information is requested and compiled by the Department of Justice Canada for the purpose of issuing electronic payments. This information will be protected under the provisions of the Privacy Act.

Vos renseignements personnels sont demandés et compilés par le ministère de la Justice Canada afin de permettre que le paiement électronique soit effectué. Ces renseignements seront protégés en vertu des dispositions de la Loi sur la protection des renseignements personnels.

IMPORTANT: Must be a Canadian recipient holding a bank account in Canadian dollars

IMPORTANT: Le bénéficiaire doit être citoyen canadien et détenir un compte bancaire en devises canadiennes

**TYPE OF REQUEST - TYPE DE DEMANDE**

New Nouveau ➔  Direct Deposit (DD) Dépôt direct (DD)  Electronic Data Interchange (EDI) Échange de données informatisées (EDI)

Amendment Modification ➔  Banking information (provide a new void cheque) des renseignements bancaires (fournir un nouveau chèque portant la mention "annulé")  
 ➔  from Direct Deposit (DD) to Electronic Data Interchange (EDI) du dépôt direct (DD) à l'échange de données informatisées (EDI)  
 ➔  from Electronic Data Interchange (EDI) to Direct Deposit (DD) de l'échange de données informatisées (EDI) au dépôt direct (DD)

**RECIPIENT INFORMATION - INFORMATION DU BÉNÉFICIAIRE**

Name of organization/individual/public servant (Name and PRI) - Nom de l'organisation/Personne/fonctionnaire (Nom et CIPD)

Address - Adresse

City - Ville	Province	Postal code - Code postal
--------------	----------	---------------------------

**BANKING INFORMATION - RENSEIGNEMENTS BANCAIRES**

Please attach a void cheque. If you do not attach a void cheque, complete the fields below with your banking information.  
 Veuillez joindre un chèque portant la mention "annulé". Si vous ne joignez pas un chèque portant la mention "annulé", veuillez remplir les champs concernant vos renseignements bancaires qui figurent ci-dessous.

Financial Institution No. N° de l'institution financière	Branch No. N° de la succursale	Account No. N° de compte
---	-----------------------------------	-----------------------------

Financial Institute Address - Adresse de l'institution financière

City - Ville	Province	Postal code - Code postal
--------------	----------	---------------------------

**PAYMENT CONTACT - PERSONNE-RESSOURCE POUR LE PAIEMENT**

Name - Nom Telephone - Téléphone Email Address - Courriel

**PRIVACY CONSENT - CONSENTEMENT**

Authorization: I, as the organization/recipient entitled to receive payments, authorize the Receiver General for Canada to deposit the payments electronically into the account specified above until further notice. I acknowledge that all the banking information provided will be entered in the Departmental Financial System. I have read and understand this form.

Authorisation : À titre de bénéficiaire des paiements, j'autorise le Receveur général du Canada à déposer les paiements électroniquement dans le compte susmentionné, et ce, jusqu'à nouvel ordre. Je reconnais que les renseignements bancaires fournis seront consignés dans le système financier ministériel. J'ai lu et je comprends le présent formulaire.

Name of Authorized Official - Nom de l'officier autorisé	Title or Authority - Titre ou pouvoir
--	---------------------------------------

Signature of Authorized Official - Signature du responsable	Date
---	------

**FOR DEPARTMENT OF JUSTICE CANADA ONLY / RÉSERVÉ À L'USAGE EXCLUSIF DE JUSTICE CANADA**

PROCESSED BY TRAITÉ PAR	➔ Name - Nom	Signature	Date
VERIFIED BY MÉRIFIÉ PAR	➔ Name - Nom	Signature	Date
SECTION 33 APPROVAL APPROBATION S.33	➔ Name - Nom	Signature	Date

Company code - Code de société:	Purchase organization - Organisation d'achats:
---------------------------------	--



Government of  
Canada

Gouvernement du  
Canada

From - Dem  
  
COCONETU, TRAIAN  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 613-946-4757  
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de:

- Request for proposal  Demande de proposition  
 Contract  
 Amendment  Modification

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging, and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise perçue compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais de démarche et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représenté par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST %TPS	GST Total Total TPS	Total
00010	<b>The following line items shown in bold are new or changed.</b> Les articles en caractères gras sont les articles modifiés. The purpose of amendment No 1 is to add [REDACTED] for [REDACTED] to cover the Contract period until March 31, 2017 and increase the value of Contract by \$ 7,569.87 including taxes. All other terms and conditions of Contract remain unchanged.	2016.10.31	2017.03.31	19402	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Solicitation closes - L'invitation à soumissionner prend fin le 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out hereinafter, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.							
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.							
Name and address of Vendor - Nom et adresse du fournisseur ZERNAM ENTERPRISE INC. 110 DEERPATH TERR OTTAWA ON K2J 0L9 CANADA Phone: 613-854-0410		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées) [REDACTED] Signature [REDACTED] Date 18/01/2017 Telephone No. - N° de téléphone [REDACTED]							
Vendor No.- No du Fournisseur 142881		Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes. <input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes. <input checked="" type="checkbox"/> Return the signed copy forthwith. Piérez de retourner immédiatement une copie dûment signée.							
Fax No.- No de Télécopie JUS 9200-11 (07/2006)		The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte. Signature [REDACTED] Title - Titre [REDACTED]							



From - Ded

COCONETU, TRAIAN  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 613-946-4757  
FAX:

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'excise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

- Request for proposal  Demande de proposition  
 Contract  
 Amendment Modification

Accounting Office Code  
Code du bureau comptable  
19402

Requisition No. - Demande  
Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
19402 16 1748

Page 1 of 2  
Inspection Agency - Chargé de l'inspection

Destination

ISB ADMINISTRATIVE SERVICES  
DEPARTMENT OF JUSTICE CANADA  
ATT: DANIELLE Y. JEAN (957-3762)  
275 SPARKS ST ROOM 12006  
OTTAWA ON K1A 0H8  
CANADA

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.  
Direct inquiries to: Adresser toutes demandes de renseignements à : COCONETU, TRAIAN 613-946-4757

1940261748

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES  
DEPARTMENT OF JUSTICE CANADA  
ATT: DANIELLE Y. JEAN (957-3762)  
275 SPARKS ST ROOM 12006  
OTTAWA ON K1A 0H8  
CANADA

Amendment No.-No. de la modification  
1 Previous Value - Valeur précédente  
\$ 27,526.80

Inc./Decs. - Aug./Dim.  
\$ 7,569.87 Revised Value - Montant Révisé  
\$ 35,096.67

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<b>The following line items shown in bold are new or changed.</b> <b>Les articles en caractères gras sont les articles modifiés.</b> The purpose of amendment No 1 is to add [redacted] days for to cover the Contract period until March 31, 2017 and increase the value of Contract by \$ 7,569.87 including taxes. All other terms and conditions of Contract remain unchanged.		s.19(1) s.20(1)(c)						
00010	Progr/Analyst Level 2_Plamen Minchev	2016.10.31	2017.03.31	19402	[redacted]	13%	4,037.67	35,096.67	

Solicitation closes - L'invitation à soumissionner prend fin le  
At - À 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

ZERNAM ENTERPRISE INC.  
110 DEERPATH TERR  
OTTAWA ON K2J 0L9  
CANADA

Phone: 613-854-0410

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)  
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

+  
Signature

Date

Telephone No. - N° de téléphone

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point FAB      Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PRF 1000281748 Du 17/03/2017  
Signature Date

Total Estimated Cost  
Coût global estimatif

\$ 35,096.67

For the Minister - Réservé au Ministre

Signature

Title - Titre

Vendor No.- No du Fournisseur      Fax No.- No. de Télécopie

142881

JUS 9200-11 (07/2005)

Your offer is accepted to the extent specified herein.  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.



Government of  
Canada

Gouvernement du  
Canada

Supply Arrangement Solicitation/Contract  
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>***PO quantity changed*** ***Schedule lines changed***</p> <p>Financial Codes Codage financier 0130-12031-15-502338-3720 -4010</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande  
Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série  
19402 16 1748

Page 2 of 2

000087



Government of  
Canada

Gouvernement du  
Canada

From - Dad  
  
COCONETU, TRAIAN  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
PHONE: 613-301-9709  
FAX:

Date of solicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable 19402	Requisition No. - Demande Ord. Off - Bur. demand. Yr. - An. Shr. No. - N° de série 19402 16 1748	Page 1 of 2
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :		Destination ISB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein. Desinataire au point de destination sauf si indiqué ci-dessus
Request for proposal	<input type="checkbox"/> Demande de proposition			
Contract	<input checked="" type="checkbox"/> Contrat			
Amendment	<input type="checkbox"/> Modification			
All invoices, shipping bills and packing slips must include the number indicated in this box 1940261748		Invoices - Original and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à: ISB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA		
Amendment No.-No. de la modification	Previous Value - Valeur précédente			
Inc/Decs. - Aug /Dim.	Revised Value - Montant Révisé			

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit price. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane et les taxes excise sont comprises dans les prix. La TPS est exclue des prix unitaires. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
I) CONTRACT DOCUMENTS	The following documents shall form part of this contract: 1) The ProServices Supply Arrangement Number E60ZT-120001/733/ZT , included all clauses terms and conditions. 2) The Vendor Proposal dated OCTOBER 25, 2016. 3) The annexes to the Contract.	S.19(1)							

Solicitation closes - L'invitation à soumissionner prend fin le  
00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

On - Le  
Name and address of Vendor - Nom et adresse du fournisseur  
ZERNAM ENTERPRISE INC.  
110 DEERPATH TERR  
OTTAWA ON K2J 0L9  
CANADA  
Phone: 613-854-0410

State point of manufacture/shipping of goods or where service is to be performed.  
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B Point - Point FAB      Destination  
Pursuant to Section 32(1) of the Financial Administration Act, funds are available  
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Total Estimated Cost  
Coût global estimatif  
\$ 27,526.80

October 31, 2016

Date Telephone No. - N° de téléphone

31/10/2016 Signature \_\_\_\_\_

Title - Titre Director

Vendor No - No du Fournisseur      Fax No. - No. de Télécopie  
142881

JUS 9230-11 (07/2008)

Your offer is accepted to the extent specified herein  
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.  
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.  
Prévoir de retourner immédiatement une copie signée.

The Vendor hereby accepts/acknowledges this contract.  
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.



Government of  
Canada

Gouvernement du  
Canada

From - Ded  
  
COCONETU, TRAIAN  
NATIONAL CAPITAL REGION  
RÉGION DE CAPITALE NATIONALE  
284 WELLINGTON ST  
OTTAWA ON K1A 0H8  
CANADA  
  
PHONE: 613-301-9709  
FAX:

Date of solicitation - Date de l'invitation à soumissionner
---

Clauses (1) and (2) below will form part of this:  
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal  Demande de proposition  
  
Contract  Contrat  
  
Amendment  Modification

Accounting Office Code Code du bureau comptable 19402	Requisition No. - Demande Ord. Off - Bur. demand. Yr. - An. Ser. No - N° de série 19402 16 1748	Page 1 of 2
Destination  ISB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection  Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.
		Direct inquiries to: Adresser toutes demandes de renseignements à : COCONETU, TRAIAN 613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box	Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissances et tous les bordereaux d'accompagnement.
<b>1940261748</b>	
Amendment No.-No. de la modification	Previous Value - Valeur précédente
Inc./Decs. - Aug./Dim.	Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:  
Factures - Remplir et envoyer l'original et deux copies à:  
  
ISB ADMINISTRATIVE SERVICES  
DEPARTMENT OF JUSTICE CANADA  
ATT: DANIELLE Y. JEAN (957-3762)  
275 SPARKS ST ROOM 12006  
OTTAWA ON K1A 0H8  
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
I) CONTRACT DOCUMENTS	The following documents shall form part of this contract:  1) The ProServices Supply Arrangement Number E60ZT-120001/733/ZT, included all clauses terms and conditions.  2) The Vendor Proposal dated OCTOBER 25, 2016.  3) The annexes to the Contract.								

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.		
On - Le	Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	F.O.B. Point - Point FAB      Destination		
Name and address of Vendor - Nom et adresse du fournisseur  ZERNAM ENTERPRISE INC. 110 DEERPATH TERR OTTAWA ON K2J 0L9 CANADA  Phone: 613-854-0410	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)	Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles		
Signature	Date	Telephone No. - N° de téléphone	Total Estimated Cost Coût global estimatif \$ 27,526.80	For the Minister - Réservé au Ministre
<input checked="" type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.	<input checked="" type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.	<input checked="" type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.	The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.	Signature
Vendor No. - No. du Fournisseur 142881	Fax No. - No. de Télécopie JUS 9200-11 (07/2006)			Title - Titre

s.19(1) s.20(1)(c)



Gouvernement du  
Canada

**Supply Arrangement Solicitation/Contract**  
**Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats**

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total		
00010	<p>II) CONTRACT CLAUSES (see attached)</p> <p>Progr/Analyst Level 2 [REDACTED]</p> <p>Financial Codes Codage financier 0130-12031-15-502338-3720 -4010.</p> <table style="margin-left: 200px;"> <thead> <tr> <th style="text-align: right;">Amount Montant</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">24,360.00</td> </tr> </tbody> </table> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>	Amount Montant	24,360.00	2016.10.31	2017.03.31	19402			13%	3,166.80	27,526.80
Amount Montant											
24,360.00											

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JUS 9200-11 (07/2006)

Requisition No. - Demande

Ord. Off - Bur. demand.	Yr. - An.	Ser. No - N° de série
19402	16	1748

Page 2 of 2

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## CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

#### Common PS SRCL #19 Security Clauses:

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

### 2 Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of Programmer/Analyst for the Department of Justice Canada under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under ANNEX "A" Statement of Work.

### 3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### 3.2 Supplemental General Conditions

4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information



#### **4 Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

##### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one-year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **5 Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Name:** Traian Coconetu

**Title:** Senior Contracting Officer

**Organization:** Department of Justice Canada, Contracting and Materiel Management Division

**Address:** 284 Wellington Street, Ottawa, Ontario

**Telephone:** (613) 946-4757

**Faxsimile:** (613) 960-4956

**E-mail address:** [traian.coconetu@justice.gc.ca](mailto:traian.coconetu@justice.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### **5.2 Project Authority**

The Project Authority for the Contract is:

**Name:** Violet Fox

**Title:** Manager, Financial Applications

**Address:** 275 rue Sparks St., Ottawa, ON, K1A 0H8, Justice Canada

**Telephone:** (613) 790-4867

**E-mail address:** (613) 941-5201

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: [REDACTED] s.19(1)

Title: [REDACTED]

Organisation: Zernam Enterprise Inc

Telephone: [REDACTED]

E-mail address: [REDACTED]

### 6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 7 Payment

#### 7.1 Basis of Payment

The Contractor will be paid in accordance with the firm all-inclusive per diem rate for work and services performed pursuant to this Contract, as per Annex "B" Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.2 Authorized travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

#### 7.3 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed NAFIA threshold (\$-89,600). Customs duties and Applicable Taxes are included.

\$ 89,600 T.C.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
  - b) four (4) months before the contract expiry date, or
  - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.



Department of Justice  
Canada      Ministère de la Justice  
Canada

CONTRACT# 1940261748

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.4 Method of Payment

##### 7.4.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

##### 7.4.2 Electronic Payment of Invoices – Direct Deposit

The Contractor accepts to be paid using the following Electronic Payment Instrument: **Direct Deposit** (Domestic and International);

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the **Recipient Electronic Payment Registration Request Form at Annex D**. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

#### 8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and an electronic copy of each invoice to the following address:

Department of Justice Canada  
ISB Internal Services  
275 Sparks Street, Room 12006  
Ottawa, Ontario  
K1A 0H8



Electronic copy to: admin.services-isb@justice.gc.ca

On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

## 9 Certifications and Additional Information

### 9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

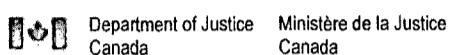
## 10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);
- (c) The Supplemental General Conditions 4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Recipient Electronic Payment Registration Request Form
- (h) Supply Arrangement Number E60ZT-120001/733/ZT (the “**Supply Arrangement**”); and
- (i) the Contractor’s bid dated October 25, 2016.



CONTRACT# 1940261748

## ANNEX "A"

### STATEMENT OF WORK

#### 1. TITLE

Pro Services requirement for One (1) Programmer/Analyst, Level 2

#### 2. BACKGROUND

The Information Solutions Branch (ISB) of the Department of Justice (JUS) is responsible for the management and implementation of the IM/IT program for the Department. ISB is in the process of implementing an Enterprise Data Management function which is the foundation for delivery of Business Intelligence (BI) services. BI delivery encompasses corporate data warehousing, subject area data marts, tools and support for data analysis and reporting. Requirements are documented in a BI Strategy and Roadmap which also provides strategic guidance to implement the business and technical environments to support the phased delivery of BI services to JUS.

#### 3. OBJECTIF OF WORK

The Business Applications Division within the ISB has a requirement for professional services of a Programmer/Analyst Level 2 to provide BI systems analysis and programming to support BI Delivery.

#### 4. REQUIREMENT DESCRIPTION

##### 4.1 The Contractor's Resources

The Contractor must provide one (1) Programmer/Analyst Level 2 resource for the duration of the Contract. The resource must have experience in developing and implementing business intelligence solutions which ensure effective and efficient use of enterprise data. In addition, we require expertise to support and optimize the existing technical environment, application infrastructure and current, on-going business intelligence services.

The Contractor's proposed resource must possess, at minimum, the following proficiency levels in English:

Oral Proficiency	Level 4+
Reading Proficiency	Level 4+
Writing Proficiency	Level 4+

The language proficiency rating scales can be found at the following website:  
[http://www.international.gc.ca/ifaits-iaeci/test\\_levels-naux.aspx?lang=eng](http://www.international.gc.ca/ifaits-iaeci/test_levels-naux.aspx?lang=eng)

##### 4.2 Scope of Work

This initiative is responsible for applications, technical and business infrastructure for gathering, storing and providing access to subject area and integrated data from core departmental systems. BI will enable better informed business decisions, improved consistency of management reporting, enhanced performance measurement capability and support to departmental planning requirements by providing application independent, integrated access to corporate data for key user groups. This will enhance self-sufficiency and improve timeliness for data collection and analysis, and information dissemination. The



Enterprise Data Management and BI Delivery program are fundamental to promote improved data quality, consistency and accuracy.

#### 4.3 Technical Environment

JUS has a well-established and supported network and application infrastructure based, for the most part, on Microsoft technology and software components.

- MS Office Suite 2013
- Tableau Server
- Tableau Desktop
- SQL Server 2016
- SQL Server BI tools SAS Visual Analytics
- MS SharePoint

#### 4.4 Tasks

The contractor must perform, the following tasks:

- Work collaboratively with JUS and contract resources in development of BI specifications resulting from Enterprise Data Management program of work;
- Define and analyze business and/or technical requirements for BI delivery;
- Propose solutions and develop plans, including estimated level of effort, to carry out the plans;
- Design, build and maintain Extract Transfer Load (ETL) processes;
- Design, build and maintain Data Warehouse (DW) database, multi-dimensional cubes and BI reports;
- Explore the structure and contents of a SAS and/or Tableau data set and sort a SAS and/or Tableau data sets.
- Working with existing SAS data sets
- Data Manipulation Techniques on SAS data set.
- Security and SAS data/reports access permissions
- SAS 9.4 application troubleshooting when required
- Verify the correctness and completeness of BI solutions by preparing test plans, sample data and performing unit and system tests;
- Support testing and data validation during BI solution development and implementation phases;
- Implement system enhancements;
- Participate in ongoing technical and application support for the production environment;
- Perform full SAS environmental data flow and processes documentation
- Perform knowledge transfer to JUS employees.

#### 4.5 Deliverables

All deliverables will be provided in English. The contractor must provide the following deliverables:

- ETL processes;
- DW data models and physical schema
- DW database;
- Multi-dimensional cubes;
- BI pre-defined reports;



Department of Justice    Ministère de la Justice  
Canada                      Canada

CONTRACT# 1940261748

- Functional and Technical design documentation;
- BI solution troubleshooting procedures;
- Knowledge transfer sessions.
- Data Warehouse knowledge is an asset (methodology)

#### **4.6 Reporting Requirements**

The contractor must meet with the Technical Authority on a weekly basis to present the project status report and to address project issues and must submit a monthly timesheet.

#### **4.7 Travel**

There is no travel requirement for this Contract. The Contractor will be responsible for their own travel and expenses in order to work on-site

#### **4.8 Work site and delivery point**

The Contractor will be required to work on-site at the following location:

Department of Justice  
275 Sparks Street  
Ottawa, Ontario  
K1A 0H8



**ANNEX "B"**

**BASIS OF PAYMENT**

**PROFESSIONAL SERVICES**

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex A –Statement of work, during the Contract period. Applicable Taxes are extra.

**Definition of a Day/Proration:** A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula: (Hours worked × applicable firm per diem rate) ÷ 7.5 hours

Stream / Resource Category / Level	Name of Proposed Resource
Stream 1 – Application Services Category 1.7. Programmer/Analyst	

s.19(1)

**BASIS OF PAYMENT**

s.20(1)(c)

Initial Period : Contract award date to March 31, 2017		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
1.7. Programmer/Analyst   Level 2		

Option Period : April 1, 2017 to March 31, 2018		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
1.7. Programmer/Analyst   Level 2		

\* in Canadian dollars, applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Note to Contractor:

The total Contract amount, including the initial and option period and all applicable taxes must not exceed NAFTA threshold (\$89,600).



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Canada

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Canada

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Common FS SRCL#19

Security Classification / Classification de sécurité

UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Organizing Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitant	d. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
5. b) Will the supplier require access to unauthorized military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont soumises aux dispositions du Réglement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTEGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7.c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7.c)	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes Oui <input checked="" type="checkbox"/>
6. b) Will the supplier and its employees (e.g. clients, maintenance personnel) require access to restricted access areas? No access is PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. clients, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTEGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/>
6. c) Is there a commercial carrier or delivery requirement which does not allow storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> Yes	No <input type="checkbox"/> Oui <input checked="" type="checkbox"/>
7. a) Indicates the type of information that the supplier will be required to access / Indiquer le type d'information que le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion
Not releasable A ne pas diffuser	<input type="checkbox"/>	<input type="checkbox"/>
Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays :	Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays : <input type="checkbox"/>	Restricted to / Limité à : Specify country(ies) / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of Information / Niveau d'information		
PROTECTED A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTECTED B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTECTED C <input checked="" type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
CONFIDENTIAL <input checked="" type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	<input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	<input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TR/SCT 360-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat
Common PB SRCLESIS
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTEGÉS et/ou CLASSEZ?  No  Non  Yes  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Non  Oui

Short Title(s) or model(s) / Titre(s) abrégé(s) du matériel.  
Document Number / Numéro du document:

**PART B - PERSONNEL SECURITY / PARTIE B - PERSONNEL DE SÉCURITÉ**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux: \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel non évalué peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Non  Yes

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTEGÉS et/ou CLASSEZ?  No  Non  Yes

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Non  Yes

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTEGÉ et/ou CLASSEZ?  No  Non  Yes

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTEGÉS et/ou CLASSEZ?  No  Non  Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disponibilité d'un lien électronique entre les systèmes informatiques du fournisseur et ceux du ministère ou de l'agence gouvernementale?  No  Non  Yes

TBS3CT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada



Department of Justice  
Canada Ministère de la Justice  
Canada

CONTRACT# 1940261748



Government  
of Canada Gouvernement  
du Canada

Contact Number / Numéro du contact

Common PS SRCLE19

Security Classification / Classification de sécurité:

UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below (to indicate the category(es) and level(s) of safeguarding required at the supplier's site(s) or premises).  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de assavagardie requise aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement éditées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED PROTÉGÉE	CLASSIFIED CLASSIFIÉE			NATO				DOWSEC					
		A	B	C	Confidential Confidentiel	Secret Secteur	TOP SECRET TRES SECRETE	NATO CONFIDENTIEL CONFIDENTIEL	NATO CONFIDENTIEL CONFIDENTIEL	COMINT TOP SECRET TRES SECRETE	PROTECTED PROTÉGÉE	A B C	Confidential Confidentiel	Secret Secteur
Consultant / Expert														
Subcontractor / Sous- Fournisseur														
U.S. Media / Support / U.S. D.R.E. / U.S. Attaché														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente L'UERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

Le documentation associée à la présente L'UERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 359-103(2004/12)

Security Classification / Classification de sécurité:  
UNCLASSIFIED

Canada



Department of Justice  
Canada

Ministère de la Justice  
Canada

CONTRACT# 1940261748



Government  
of Canada. Gouvernement  
du Canada

Contract Number / Numéro du contrat:

Common P3 SRCU#19

Security Classification / Classification de sécurité:

UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Generalized Protection Services System, CPSS	Procurement Services - Methods of Supply	<i>Ruben Lerner</i>	
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
000-000-0000	000-000-0000	SSPC.CPSS@psgc-pwgsc.gc.ca	2012/03/13

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Charmon Annick	30	<i>Derrick Chavoues</i>	
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
010-000-0015	000-000-0000	annick.annick@psgc-pwgsc.gc.ca	March 20, 2012

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?**

No  Yes  
 Non  Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
010-000-0015	000-000-0000		

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
		<i>Jacques Saumer</i>	
Telephone No. - N° de téléphone	Faximile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
010-000-0015	000-000-0000		28-MARCH-2012

Jacques Saumer  
Contract Security Officer, Contract Security Division  
Jacques.Saumer@psgc-pwgsc.gc.ca  
Tel/Tél - 613-943-1732 / Fax/Téléc - 613-654-6171

TDS/SEC 300-103(2004/12)

Security Classification / Classification de sécurité:  
UNCLASSIFIED

Canada



Department of Justice  
Canada Ministère de la Justice  
Canada

CONTRACT# 1940261748

## ANNEX "D"

### RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice  
Canada Ministère de la Justice  
Canada

RECIPIENT ELECTRONIC  
PAYMENT REGISTRATION  
REQUEST

DEMANDE D'ADHÉSION DU  
BÉNÉFICIAIRE AU PAIEMENT  
ÉLECTRONIQUE

Protégé B  
Protected B

#### Guideline on Completing the Recipient Electronic Payment Registration Request Form

##### INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

##### Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

##### COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

#### 1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

##### New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

##### Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

##### Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

#### 2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

##### If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

##### If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



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Canadä